



Meetings are held at the
Ilwaco Community Building Meeting Room
158 First Ave North in Ilwaco, WA

**CITY OF ILWACO
CITY COUNCIL MEETING**

Monday, May 13, 2013

6:00 p.m. REGULAR COUNCIL MEETING

AGENDA

A. Call to order

B. Flag Salute

C. Roll Call

D. Approval of Agenda

E. Consent Agenda

All matters, which are listed within the consent section of the agenda, have been distributed or made available for review to each member of the council prior to the meeting. Items listed are considered routine and will be enacted with one motion unless a council member specifically requests it to be removed from the Consent Agenda to be considered separately. The staff recommends the approval of the following items:

1. Approval of Minutes (TAB 1)

- a. April 17, 2013, Regular City/Port Meeting
- b. April 22, 2013, Regular City Council Meeting
- c. April 23, 2013, Water System Discussion

2. Claims & Vouchers (TAB 2)

- | | | |
|----|-------------------------------------|---------------|
| a. | Checks: 35330 to 35338 + Electronic | \$ 30,800.77 |
| b. | Checks: 35339 to 35417 | \$ 127,107.48 |
| | GRAND TOTAL: | \$ 157,908.25 |

F. Proclamations

- 1. Emergency Medical Services Week 2013 (Jim Thomas, Operations Supervisor)

G. Reports

- 1. Staff Reports (TAB 3)
 - a. Police chief's written report for April 2013
 - b. City engineer's written progress reports for March/April 2013
- 2. Council Reports
- 3. Mayor's Report

H. Comments of Citizens and Guests Present

At this time, the mayor will call for any comments from the public on any subject not on the agenda. Please limit your comments to five (5) minutes. The City Council does not take any action or make any decisions during public comment. To request an item be added to a future agenda, please contact the city clerk for the council rules of procedure for agenda items.

I. Public Hearing

1. Six-Year Transportation Improvement Plan (TAB 9)

J. Business

1. Update of Personnel Policy—*Cassinelli* (TAB 4)

K. Discussion

1. Six-Year Transportation Improvement Plan—*Jensen/Forner* (TAB 9)
2. 2013 First Budget Amendment—*Cassinelli* (TAB 10)
3. Contract for professional IT services—*Cassinelli* (TAB 11)

L. Correspondence and Written Reports

1. Invitation from The Keepers of the North Head Lighthouse (TAB 14)

M. Future Discussion/Agendas

1. Amended Procedures Ordinance—*City Planner*

N. Adjournment

O. Upcoming Meetings

COUNCIL/COMMISSION	PURPOSE	DAY	DATE	TIME	LOCATION
City Council	Regular Meeting	Tuesday	05/28/13	6:00 p.m.	Community Building
Planning Commission	Regular Meeting (meetings subject to cancellation if there is no business to transact)	Tuesday	05/21/13	6:00 p.m.	Community Building



**CITY OF ILWACO
CITY COUNCIL MEETING
Monday, April 22, 2013**

A. Call to Order

Mayor Cassinelli called the meeting to order at 6:02 p.m.

B. Flag Salute

The Pledge of Allegiance was recited.

C. Roll Call

Present: Mayor Cassinelli and Councilmembers Jensen, Marshall, Mulinix, Chambreau and Forner.

D. Approval of Agenda

Mayor Cassinelli asked that a discussion item be added regarding the support of a recently passed bill by the Washington State legislators.

ACTION: Motion to approve agenda as amended (Mulinix/Forner). 5 Ayes 0 Nays 0 Abstain.

E. Approval of Consent Agenda

Councilmember Jensen asked that the consent agenda be amended to include check #35329 to the Bank of Pacific for \$29,026.92 for a grand total of \$133,037.52.

Including Checks 35284 to 35285 + electronic totaling \$16,572.69 and Checks 35286 to 35329 totaling \$116,464.83.

ACTION: Motion to approve the consent agenda as amended (Jensen/Mulinix). 5 Ayes 0 Nays 0 Abstain.

F. Reports

1. Staff Reports

- a. Fire Chief Williams reported that the fire department responded to a fire on Holman Road and took a class on decision making at fire scenes.
- b. Parks Commissioner Nick Haldeman reminded the council of the fishing derby and asked them to consider attending. The commission is holding a meeting to start working on a parks plan. Austin Autlett's project to install docks at Black Lake is completed.
- c. Treasurer Elaine McMillan provided a written report and advised of the posting for the Office Assistant position. The bids for the First Avenue sewer project and sidewalk project will be received in May. She expressed her concern regarding cash flow during the projects occurring this summer. The 2012 annual report is almost ready for review by the Finance Committee, and a budget amendment should be prepared prior to the next council meeting.

2. Council Reports

- a. Councilmember Jensen commented on how great the new dock at Black Lake looked.
- b. Councilmember Mulnix was sorry that she missed the change order workshop and suggested there be a ribbon cutting for the new dock.
- c. Councilmember Chambreau attended the marine resource meeting, the City/Port meeting, the merchant's meeting, and a meeting regarding wave energy at Camp Rilea.
- d. Councilmember Forner attended a Streets Committee meeting and the City/Port meeting. He announced that the annual fire report is available. He expressed concern over the lost water percentage.

3. Mayor's Report

Mayor Cassinelli reminded attendees of the fishing derby on April 27, the upcoming Loyalty Day's festivities, and of the meeting with the Department of Health at 1:00 p.m. on April 23. The Mayor told of several meetings that he had attended. He announced that filing for office would be open the week of May 13 through 17. May 18 is the annual Marine Resources Commission science conference.

G. Comments of Citizens and Guests present

H. Business

1. School Road Improvement Project Change Order #4

ACTION: Motion to authorize the mayor to execute Change Order #4 for the School Road Improvement Project for \$15,319.62 changing the contract amount with NOVA to \$591,544.27 (Marshall/Chambreau). Roll call vote: 3 Ayes 2 Nays (Jensen, Forner) 0 Abstain.

2. Residential sewer averaging

Councilmember Marshall presented the Ordinance and Resolution. There was brief discussion regarding complaints that had been received. Councilmember Jensen felt it was not clear how the averaging would work. It was decided that the words "the preceding" would be inserted in the Resolution before the word April to clarify. Councilmember Chambreau felt that the change to the Ordinance and Resolution was addressing a problem that does not exist.

ACTION: Motion to adopt the proposed ordinance and resolution amending Chapter 13, Water and Sewer Rates and Charges, to modify the procedure for residential sewer averaging including the insertion of the words "the preceding" in the Resolution (Marshall/Mulnix). Roll call vote: 4 Ayes 1 Nay (Chambreau) 0 Abstain.

3. Watershed culvert slip lining

ACTION: Motion to authorize the mayor to award the Watershed Culvert Slip lining project to Lindstrom and Son Construction, LLC (Jensen/Forner). 5 Ayes 0 Nays 0 Abstain.

I. Discussion

1. Watershed culvert slip lining

Treasurer Elaine McMillan explained that the small works process was followed with nine contractors solicited and four of them actually submitting bids. Mayor Cassinelli explained that the contractor with the lowest bid had been contacted by the engineer. Brief discussion ensued regarding the differences in the bids.

ACTION: Motion to move to business (Marshall/Jensen). 5 Ayes 0 Nays 0 Abstain.

2. Update of Personnel Policy

Mayor Cassinelli explained the work that had gone into the update of the policy. Councilmember Forner pointed out that on page 21 the number of leaves needed to be corrected. Councilmember Jensen discussed various details and felt that 7.13(g) on page 27 needed to be re-worded.

ACTION: Move to Business at next meeting.

3. Letter of support to Governor Inslee regarding ESB 5603

The mayor requested that the council allow him to send a letter of support regarding recently passed ESB 5603 to encourage the governor to sign it. The mayor explained how the legislation would allow the coastal advisory group (WACMAC) to interact directly with the governor regarding their concerns versus going through the Department of Ecology. The council would review the bill online themselves. Several councilmembers agreed that while they had not yet read the bill, it sounded like something the city should support.

J. Correspondence and Written Reports

1. None

K. Adjournment

ACTION: Motion to adjourn the meeting (Chambreau). Mayor Cassinelli adjourned the meeting at 7:03 p.m.

Mike Cassinelli, Mayor

Elaine McMillan, Treasurer



CITY OF ILWACO
Water System Discussion
Wednesday, April 23, 2013

A. Call to Order

Mayor Cassinelli called the workshop to order at 1:02 p.m.

- B. Present:** Councilmembers: David Jensen and Gary Forner; City Engineer Nancy Lockett, Gray & Osborne; Cathi Read, Department of Commerce; Teresa Walker, Department of Health; Water Plant Operators, Daryl Gardner and Dennis Schweizer; Public Works Supervisor, Dave McKee; Fire Chief, Tom Williams; Citizens: Gail Moore, Jim Berglund, Kim Cutting; and Treasurer Elaine McMillan.

C. Discussion

1. Water Distribution System – The unaccounted for water was discussed with the continued hopes that the new metering of production through the water filter project as a possible improvement to the process. Dennis pointed out that at night the filter at the plant does not regularly come on. Many agreed that if the city was losing 45% of the produced water, the filter at the plant would be coming on at night. Dave McKee reported on the meter and double-check valve at Eagle's Nest. There will be continued improvements within the Eagles' Nest infrastructure. Dennis has submitted is application to take the cross-connection examination.
2. Status report on current projects – Teresa has had the pre-design report for the backwash basin since the beginning of April. Gray & Osborne is hoping to have it out to bid by the end of May. Teresa pointed out that the city should be looking for a vactor truck to clean the basin. Teresa has received the responses on the questions regarding the reservoirs. She still wants to better understand the contact time calculations, but stated that it is okay to go out to bid next week. Teresa announced that there had been a letter with various questions in response to the pre-design report for the filter recently sent out. She, Janet Cherry and Stephen Baker had all worked on the review. The repairs and lack of funding for the slide area was discussed. The culvert slip lining project is being awarded. The walk-through with Longview Timber was discussed and the desire to work more on watershed planning.
3. Water Treatment Plant - The need for new computers at the plant was discussed. The pros and cons of installing the dock at the reservoir were discussed.
4. Next meeting: Tuesday, July 30, 2013, at 2:00 p.m.

D. Adjournment

Mayor Cassinelli adjourned the workshop at 2:25 p.m.

Mike Cassinelli, Mayor

Elaine McMillan, Treasurer



JOINT ILWACO CITY COUNCIL/ PORT OF ILWACO MEETING

Wednesday, April 17, 2013

Port Meeting Room

A. Call to Order

Meeting was called to order at 6:00 p.m.

B. Present: Mayor Cassinelli; Ilwaco City Councilmembers Jon Chambreau, David Jensen and Gary Forner; Port of Ilwaco Commissioners Dave Nichols and Richard Seifert; and Ilwaco Deputy City Clerk PJ Kezele.

C. Discussion

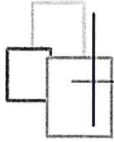
- 1. Lost Roo Brewing:** Discussion of possible funding sources for pilings and foundation, work the Port has had done by a geotech and plans for the potential building.
- 2. Boom mower:** Discussion of possibly sharing in the funding for a boom mower.
- 3. Miscellaneous:** Loyalty Days flags, future Port development and Harbor Maintenance Trust Fund.

D. Adjournment

The meeting was adjourned at 7:00 p.m.

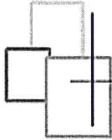
Mike Cassinelli, Mayor

PJ Kezele, Deputy City Clerk



Register

Number	Name	Print Date	Clearing Date	Amount
Bank of the Pacific	8023281			
Check				
<u>35339</u>	A & E Security Solutions, Inc.	5/13/2013		Void
<u>35340</u>	A-1 Redi Mix	5/13/2013		Void
<u>35341</u>	ABECO Office Systems	5/13/2013		Void
<u>35342</u>	Active Enterprises/petro.	5/13/2013		Void
<u>35343</u>	Advanced Analytical Solutions	5/13/2013		Void
<u>35344</u>	ALS Environmental	5/13/2013		Void
<u>35345</u>	Alsco-American Linen Div.	5/13/2013		Void
<u>35346</u>	Arthur J Gallagher Rms, Inc.	5/13/2013		Void
<u>35347</u>	Backflow Management Inc.	5/13/2013		Void
<u>35348</u>	Baileys Saw Shop Inc.	5/13/2013		Void
<u>35349</u>	Beachdog.com Inc	5/13/2013		Void
<u>35350</u>	Blue Crab Graphics	5/13/2013		\$247.94
<u>35351</u>	Box-K Auto Repair, Inc.	5/13/2013		\$345.13
<u>35352</u>	Cartomation, Inc.	5/13/2013		\$50.00
<u>35353</u>	Century Manufacturing Corporation	5/13/2013		\$574.82
<u>35354</u>	Chinook Observer	5/13/2013		\$322.60
<u>35355</u>	City of Ilwaco	5/13/2013		\$2,358.94
<u>35356</u>	City of Long Beach	5/13/2013		\$15,261.69
<u>35357</u>	Clatsop Power Equip Inc	5/13/2013		\$9.40
<u>35358</u>	Code Publishing, Inc.	5/13/2013		\$578.83
<u>35359</u>	D J Witmer Company	5/13/2013		\$175.89
<u>35360</u>	Daily Journal of Commerce	5/13/2013		\$494.00
<u>35361</u>	Dennis CO	5/13/2013		\$211.41
<u>35362</u>	Dept. of Commerce	5/13/2013		\$24.99
<u>35363</u>	Don Nisbett	5/13/2013		\$86.24
<u>35364</u>	Elizabeth Penoyar, Inc.	5/13/2013		\$412.00
<u>35365</u>	Engineered Specialties, LLC	5/13/2013		\$365.59
<u>35366</u>	Englund Marine Supply Inc	5/13/2013		\$216.90
<u>35367</u>	Evergreen Septic Service	5/13/2013		\$70.00
<u>35368</u>	Fire Extinguisher Service Center	5/13/2013		\$1,167.46
<u>35369</u>	Goulter Diamond Bar Ranch	5/13/2013		\$1,333.33
<u>35370</u>	Gray & Osborne, Inc.	5/13/2013		\$58,159.49
<u>35371</u>	Hach Company	5/13/2013		\$899.46
<u>35372</u>	HD Fowler Company	5/13/2013		\$3,828.79
<u>35373</u>	Heather Reynolds, Attorney	5/13/2013		\$2,907.00
<u>35374</u>	IFOCUS Consulting Inc.	5/13/2013		\$365.00
<u>35375</u>	Ilwaco Volunteer Fireman's Assoc.	5/13/2013		\$35.88
<u>35376</u>	IPFS Corporation	5/13/2013		\$5,515.21
<u>35377</u>	K & L Supply, Inc.	5/13/2013		\$951.44
<u>35378</u>	Kubwater Resources Inc.	5/13/2013		\$1,373.66
<u>35379</u>	LEAF	5/13/2013		\$129.88
<u>35380</u>	McCully, Glen	5/13/2013		\$200.00
<u>35381</u>	Michael S. Turner	5/13/2013		\$412.00
<u>35382</u>	Nancy Veltkamp	5/13/2013		\$412.00
<u>35383</u>	Naselle Rock & Asphalt	5/13/2013		\$575.69
<u>35384</u>	Nisqually Trout Farm Inc.	5/13/2013		\$2,500.00
<u>35385</u>	Northwest Motor Service	5/13/2013		\$4,056.04
<u>35386</u>	Oman & Son	5/13/2013		\$113.17
<u>35387</u>	One Call Concepts, Inc.	5/13/2013		\$14.34
<u>35388</u>	Owen Equipment Company	5/13/2013		\$642.51
<u>35389</u>	Pacific Co. Fire Dist. #1	5/13/2013		\$100.00
<u>35390</u>	Peninsula Sanitation Service, Inc.	5/13/2013		\$327.93
<u>35391</u>	Pitney Bowes, Inc.	5/13/2013		\$500.00
<u>35392</u>	PR Diamond Products, Inc.	5/13/2013		\$253.00
<u>35393</u>	PUD No 2 of Pacific County	5/13/2013		\$9,377.89



Register

Number	Name	Print Date	Clearing Date	Amount
Bank of the Pacific	8023281			
<u>35394</u>	Sid's IGA	5/13/2013		\$15.28
<u>35395</u>	Sunset Auto Parts Inc.	5/13/2013		\$405.29
<u>35396</u>	Tangly Cottage Gardening	5/13/2013		\$92.83
<u>35397</u>	Tidy By The Sea, LLC	5/13/2013		\$390.00
<u>35398</u>	Tire Hut	5/13/2013		\$944.86
<u>35399</u>	USA Blue Book	5/13/2013		\$429.76
<u>35400</u>	Verizon Wireless	5/13/2013		\$91.41
<u>35401</u>	Vision Municipal Solutions, Llc	5/13/2013		\$359.77
<u>35402</u>	WA State Dept. of Ecology	5/13/2013		\$300.00
<u>35403</u>	WA State Dept. of Health	5/13/2013		\$1,598.00
<u>35404</u>	Wilcox & Flegel Oil Co.	5/13/2013		\$363.64
<u>35405</u>	Wirkkala Construction	5/13/2013		\$258.72
<u>35406</u>	Wirkkala Radio-TV	5/13/2013		\$11.97
<u>35407</u>	A & E Security Solutions, Inc.	5/13/2013		\$586.65
<u>35408</u>	A-1 Redi Mix	5/13/2013		\$80.85
<u>35409</u>	ABECO Office Systems	5/13/2013		\$81.23
<u>35410</u>	Active Enterprises/petro.	5/13/2013		\$291.06
<u>35411</u>	Advanced Analytical Solutions	5/13/2013		\$439.00
<u>35412</u>	ALS Environmental	5/13/2013		\$107.00
<u>35413</u>	Alsco-American Linen Div.	5/13/2013		\$104.10
<u>35414</u>	Arthur J Gallagher Rms, Inc.	5/13/2013		\$123.00
<u>35415</u>	Backflow Management Inc.	5/13/2013		\$1,800.00
<u>35416</u>	Baileys Saw Shop Inc.	5/13/2013		\$98.52
<u>35417</u>	Beachdog.com Inc	5/13/2013		\$177.00
Total Check				\$127,107.48
Total 8023281				\$127,107.48
Grand Total				\$127,107.48

CERTIFICATION

We, the undersigned do hereby certify under penalty of perjury that the material have been furnished, the services rendered or the labor performed that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation. The voucher numbers 35339 through 35417 are approved for payment in the amount of: **\$127,107.48**

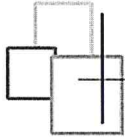
This _____ day of _____, 2013

Council member

Council member

Treasurer

Council member



Voucher Directory

Vendor	Number	Reference	Account Number	Description	Amount
A & E Security Solutions, Inc.					
	35407	2013 - May - First meeting			
		Invoice - 5/3/2013 11:47:15 AM			
		108996			
			001-000-000-514-20-31-00	Office & Operating Supplies	\$3.60
			001-000-000-522-10-31-00	Office & Operating Supplies	\$3.60
			101-000-000-543-30-30-00	Office And Operating	\$3.60
			401-000-000-534-00-31-00	Operation & Maintenance	\$3.60
			409-000-000-535-00-31-01	Operations And Maintenance	\$3.60
		Total Invoice - 5/3/2013 11:47:15 AM			
		\$18.00			
		Invoice - 5/3/2013 11:38:54 AM			
		109199			
			001-000-000-514-20-31-00	Office & Operating Supplies	\$113.73
			001-000-000-522-10-31-00	Office & Operating Supplies	\$113.73
			101-000-000-543-30-30-00	Office And Operating	\$113.73
			401-000-000-534-00-31-00	Operation & Maintenance	\$113.73
			409-000-000-535-00-31-01	Operations And Maintenance	\$113.73
		Total Invoice - 5/3/2013 11:38:54 AM			
		\$568.65			
	Total 35407	\$586.65			
Total A & E Security Solutions, Inc.					
A-1 Redi Mix					
	35408	2013 - May - First meeting			
		Invoice - 5/3/2013 11:54:41 AM			
		14760			
			001-000-000-576-80-49-01	Other	\$80.85
		Total Invoice - 5/3/2013 11:54:41 AM			
		\$80.85			
	Total 35408	\$80.85			
Total A-1 Redi Mix					
ABECO Office Systems					
	35409	2013 - May - First meeting			
		Invoice - 5/3/2013 11:38:00 AM			
		1208295-0			
			001-000-000-514-20-31-00	Office & Operating Supplies	\$20.31
			101-000-000-543-30-30-00	Office And Operating	\$20.31
			401-000-000-534-00-31-00	Operation & Maintenance	\$20.31
			409-000-000-535-00-31-01	Operations And Maintenance	\$20.30
		Total Invoice - 5/3/2013 11:38:00 AM			
		\$81.23			
	Total 35409	\$81.23			
Total ABECO Office Systems					
Active Enterprises/petro.					
	35410	2013 - May - First meeting			
		Invoice - 5/3/2013 11:53:00 AM			
		9689			
			001-000-000-576-80-48-00	Repairs & Maintenance	\$291.06
		Total Invoice - 5/3/2013 11:53:00 AM			
		\$291.06			
	Total 35410	\$291.06			
Total Active Enterprises/petro.					
Advanced Analytical Solutions					
	35411	2013 - May - First meeting			
		Invoice - 5/3/2013 11:57:21 AM			
			401-000-000-534-00-31-00	Operation & Maintenance	\$139.00
		Total Invoice - 5/3/2013 11:57:21 AM			
		\$139.00			
		Invoice - 4/30/2013 11:13:46 AM			
		12965			
			409-000-000-535-00-31-01	Operations And Maintenance	\$300.00
		Total Invoice - 4/30/2013 11:13:46 AM			
		\$300.00			
	Total 35411	\$439.00			
Total Advanced Analytical Solutions					
ALS Environmental					
	35412	2013 - May - First meeting			
		Invoice - 5/8/2013 8:24:37 AM			
		51-219720-0			
			409-000-000-535-00-31-01	Operations And Maintenance	\$107.00
		Total Invoice - 5/8/2013 8:24:37 AM			
		\$107.00			
	Total 35412	\$107.00			
Total ALS Environmental					
AlSCO-American Linen Div.					
	35413	2013 - May - First meeting			
		Invoice - 5/3/2013 11:59:01 AM			
		LPOR935300			

	001-000-000-576-80-31-00	Office & Operating Supplies	\$8.68
	101-000-000-543-30-30-00	Office And Operating	\$8.68
	401-000-000-534-00-31-00	Operation & Maintenance	\$8.68
	409-000-000-535-00-31-01	Operations And Maintenance	\$8.66
	Total Invoice - 5/3/2013 11:59:01 AM		\$34.70
	Invoice - 5/6/2013 10:29:38 AM		
	LPOR943923		
	001-000-000-576-80-31-00	Office & Operating Supplies	\$8.68
	101-000-000-543-30-30-00	Office And Operating	\$8.68
	401-000-000-534-00-31-00	Operation & Maintenance	\$8.68
	409-000-000-535-00-31-01	Operations And Maintenance	\$8.66
	Total Invoice - 5/6/2013 10:29:38 AM		\$34.70
	Invoice - 5/3/2013 11:58:43 AM		
	LPOR926716		
	001-000-000-576-80-31-00	Office & Operating Supplies	\$8.68
	101-000-000-543-30-30-00	Office And Operating	\$8.68
	401-000-000-534-00-31-00	Operation & Maintenance	\$8.68
	409-000-000-535-00-31-01	Operations And Maintenance	\$8.66
	Total Invoice - 5/3/2013 11:58:43 AM		\$34.70
Total 35413			\$104.10
Total Alsco-American Linen Div.			\$104.10
Arthur J Gallagher Rms, Inc.			
35414			
	2013 - May - First meeting		
	Invoice - 5/6/2013 2:50:07 PM		
	503185		
	401-000-000-534-00-31-06	Office & Customer Service	\$61.50
	409-000-000-535-00-31-08	Office Supplies & Customer Service	\$61.50
	Total Invoice - 5/6/2013 2:50:07 PM		\$123.00
Total 35414			\$123.00
Total Arthur J Gallagher Rms, Inc.			\$123.00
Backflow Management Inc.			
35415			
	2013 - May - First meeting		
	Invoice - 5/6/2013 3:21:55 PM		
	6543		
	401-000-000-534-00-41-00	Professional Services	\$1,800.00
	Total Invoice - 5/6/2013 3:21:55 PM		\$1,800.00
Total 35415			\$1,800.00
Total Backflow Management Inc.			\$1,800.00
Baileys Saw Shop Inc.			
35416			
	2013 - May - First meeting		
	Invoice - 5/3/2013 11:44:40 AM		
	041213001		
	001-000-000-576-80-35-00	Small Tools & Equipment	\$27.42
	Total Invoice - 5/3/2013 11:44:40 AM		\$27.42
	Invoice - 5/3/2013 11:44:39 AM		
	409-000-000-535-00-31-01	Operations And Maintenance	\$71.10
	Total Invoice - 5/3/2013 11:44:39 AM		\$71.10
Total 35416			\$98.52
Total Baileys Saw Shop Inc.			\$98.52
Beachdog.com Inc			
35417			
	2013 - May - First meeting		
	Invoice - 5/6/2013 2:31:11 PM		
	19009		
	001-000-000-514-20-31-00	Office & Operating Supplies	\$177.00
	Total Invoice - 5/6/2013 2:31:11 PM		\$177.00
Total 35417			\$177.00
Total Beachdog.com Inc			\$177.00
Blue Crab Graphics			
35350			
	2013 - May - First meeting		
	Invoice - 4/30/2013 11:14:27 AM		
	2288		
	001-000-000-573-90-49-00	Black Lake Fishing Derby	\$247.94
	Total Invoice - 4/30/2013 11:14:27 AM		\$247.94
Total 35350			\$247.94
Total Blue Crab Graphics			\$247.94
Box-K Auto Repair, Inc.			
35351			
	2013 - May - First meeting		
	Invoice - 5/6/2013 11:58:44 AM		
	35326		
	101-000-000-542-67-30-00	Street Cleaning	\$345.13
	Total Invoice - 5/6/2013 11:58:44 AM		\$345.13
Total 35351			\$345.13
Total Box-K Auto Repair, Inc.			\$345.13
Cartomation, Inc.			
35352			
	2013 - May - First meeting		
	Invoice - 5/6/2013 11:32:38 AM		
	001-000-000-557-20-41-00	Ilwaco Web Page	\$50.00
	GIS map storage		
	Total Invoice - 5/6/2013 11:32:38 AM		\$50.00
Total 35352			\$50.00
Total Cartomation, Inc.			\$50.00
Century Manufacturing Corporation			

35353	2013 - May - First meeting		
	Invoice - 5/3/2013 12:19:39 PM		
	521770		
	101-000-000-542-30-31-00	Roadway Operating	\$574.82
	Total Invoice - 5/3/2013 12:19:39 PM		\$574.82
Total 35353			\$574.82
Total Century Manufacturing Corporation			\$574.82
Chinook Observer			
35354	2013 - May - First meeting		
	Invoice - 5/6/2013 11:37:45 AM		
	001-000-000-511-30-44-00	Official Publications	\$283.10
	Total Invoice - 5/6/2013 11:37:45 AM		\$283.10
	Invoice - 5/6/2013 11:37:44 AM		
	151-13		
	001-000-000-511-30-44-00	Official Publications	\$39.50
	Total Invoice - 5/6/2013 11:37:44 AM		\$39.50
Total 35354			\$322.60
Total Chinook Observer			\$322.60
City of Ilwaco			
35355	2013 - May - First meeting		
	Invoice - 5/3/2013 12:16:06 PM		
	001-000-000-511-60-47-02	City Sewer - Museum	\$37.10
	001-000-000-514-20-47-02	Water - City Hall	\$51.88
	001-000-000-514-20-47-03	Sewer - City Hall	\$74.15
	001-000-000-514-20-47-04	Storm Drainage	\$25.11
	001-000-000-522-50-47-01	Water	\$191.47
	001-000-000-522-50-47-02	Sewer	\$297.69
	001-000-000-522-50-47-03	Storm Drainage	\$61.14
	001-000-000-572-50-47-01	City Water	\$153.37
	001-000-000-572-50-47-02	City Sewer	\$207.83
	001-000-000-572-50-47-03	Storm Drainage	\$9.83
	001-000-000-576-80-47-01	Water-Parks, Sprinklers, Blklk	\$277.41
	001-000-000-576-80-47-02	Sewer-Parks, Black Lake	\$177.60
	001-000-000-576-80-47-03	Storm Drainage	\$29.47
	409-000-000-535-00-47-02	Water	\$356.12
	409-000-000-535-00-47-03	Sewer	\$379.29
	409-000-000-535-00-47-05	Storm Drainage	\$29.48
	Total Invoice - 5/3/2013 12:16:06 PM		\$2,358.94
Total 35355			\$2,358.94
Total City of Ilwaco			\$2,358.94
City of Long Beach			
35356	2013 - May - First meeting		
	Invoice - 5/6/2013 11:31:10 AM		
	001-000-000-521-10-50-00	Law Enforcement Contract	\$15,261.69
	Total Invoice - 5/6/2013 11:31:10 AM		\$15,261.69
Total 35356			\$15,261.69
Total City of Long Beach			\$15,261.69
Clatsop Power Equip Inc			
35357	2013 - May - First meeting		
	Invoice - 5/3/2013 11:39:47 AM		
	96783		
	001-000-000-576-80-35-00	Small Tools & Equipment	\$9.40
	Total Invoice - 5/3/2013 11:39:47 AM		\$9.40
Total 35357			\$9.40
Total Clatsop Power Equip Inc			\$9.40
Code Publishing, Inc.			
35358	2013 - May - First meeting		
	Invoice - 5/6/2013 11:37:09 AM		
	43444		
	001-000-000-511-30-44-00	Official Publications	\$250.00
	Total Invoice - 5/6/2013 11:37:09 AM		\$250.00
	Invoice - 5/3/2013 11:38:27 AM		
	43427		
	001-000-000-511-30-44-00	Official Publications	\$328.83
	Total Invoice - 5/3/2013 11:38:27 AM		\$328.83
Total 35358			\$578.83
Total Code Publishing, Inc.			\$578.83
D J Witmer Company			
35359	2013 - May - First meeting		
	Invoice - 5/3/2013 11:41:17 AM		
	7362		
	001-000-000-514-20-20-00	Personnel Benefits	\$35.18
	101-000-000-542-30-20-00	Benefits	\$35.18
	401-000-000-534-00-20-00	Benefits	\$35.18
	408-000-000-531-38-20-00	Benefits	\$35.18
	409-000-000-535-00-20-00	Employee Benefits	\$35.17
	Total Invoice - 5/3/2013 11:41:17 AM		\$175.89
Total 35359			\$175.89
Total D J Witmer Company			\$175.89
Daily Journal of Commerce			
35360	2013 - May - First meeting		
	Invoice - 5/6/2013 2:39:38 PM		

	3274614			
	409-000-000-594-63-35-01	First Street Sewer Engineering		\$494.00
	Total Invoice - 5/6/2013 2:39:38 PM			\$494.00
Total 35360				\$494.00
Total Daily Journal of Commerce				\$494.00
Dennis CO				
35361	2013 - May - First meeting			
	Invoice - 5/6/2013 3:32:50 PM			
	419827			
	001-000-000-576-80-31-00	Office & Operating Supplies		\$36.66
	Total Invoice - 5/6/2013 3:32:50 PM			\$36.66
	Invoice - 5/6/2013 3:41:11 PM			
	419442			
	001-000-000-576-80-31-00	Office & Operating Supplies		\$17.91
	Total Invoice - 5/6/2013 3:41:11 PM			\$17.91
	Invoice - 5/6/2013 3:31:07 PM			
	419646			
	001-000-000-576-80-31-00	Office & Operating Supplies		\$33.69
	Total Invoice - 5/6/2013 3:31:07 PM			\$33.69
	Invoice - 4/24/2013 12:11:18 PM			
	420055			
	401-000-000-534-00-31-00	Operation & Maintenance		\$26.92
	Total Invoice - 4/24/2013 12:11:18 PM			\$26.92
	Invoice - 5/6/2013 3:33:35 PM			
	419893			
	401-000-000-534-00-31-00	Operation & Maintenance		\$14.19
	Total Invoice - 5/6/2013 3:33:35 PM			\$14.19
	Invoice - 5/6/2013 3:32:26 PM			
	419837			
	401-000-000-534-00-35-00	Small Tools & Equipment		\$21.55
	Total Invoice - 5/6/2013 3:32:26 PM			\$21.55
	Invoice - 5/6/2013 3:30:38 PM			
	420289			
	401-000-000-534-00-48-00	Vehicle Repairs And Maint.		\$38.76
	Total Invoice - 5/6/2013 3:30:38 PM			\$38.76
	Invoice - 5/6/2013 3:31:44 PM			
	419640			
	408-000-000-531-38-31-01	Operations & Maintenance		\$21.73
	Total Invoice - 5/6/2013 3:31:44 PM			\$21.73
Total 35361				\$211.41
Total Dennis CO				\$211.41
Dept. of Commerce				
35362	2013 - May - First meeting			
	Invoice - 5/8/2013 8:31:26 AM			
	PWTFNT-197469			
	403-000-000-397-00-00-08	Transfer from Sewer PC13-961-054		(\$24.99)
	403-000-000-592-35-80-05	PWTF PC13-961-054 Nesadi Interest		\$24.99
	409-000-000-597-00-00-05	Wwtp - TO 403 Pwtf Redemption		\$24.99
	Total Invoice - 5/8/2013 8:31:26 AM			\$24.99
Total 35362				\$24.99
Total Dept. of Commerce				\$24.99
Don Nisbett				
35363	2013 - May - First meeting			
	Invoice - 4/24/2013 12:08:24 PM			
	042313			
	001-000-000-573-90-49-00	Black Lake Fishing Derby		\$86.24
	Total Invoice - 4/24/2013 12:08:24 PM			\$86.24
Total 35363				\$86.24
Total Don Nisbett				\$86.24
Elizabeth Penoyar, Inc.				
35364	2013 - May - First meeting			
	Invoice - 5/6/2013 11:31:51 AM			
	001-000-000-512-50-40-02	Municipal Court Services		\$412.00
	Total Invoice - 5/6/2013 11:31:51 AM			\$412.00
Total 35364				\$412.00
Total Elizabeth Penoyar, Inc.				\$412.00
Engineered Specialties, LLC				
35365	2013 - May - First meeting			
	Invoice - 5/6/2013 11:54:47 AM			
	7301			
	401-000-000-534-00-31-00	Operation & Maintenance		\$365.59
	Total Invoice - 5/6/2013 11:54:47 AM			\$365.59
Total 35365				\$365.59
Total Engineered Specialties, LLC				\$365.59
Englund Marine Supply Inc				
35366	2013 - May - First meeting			
	Invoice - 5/6/2013 11:40:41 AM			
	001-000-000-576-80-48-00	Repairs & Maintenance		\$7.23
	101-000-000-542-40-32-00	Storm Drainage Supplies		\$13.79
	401-000-000-534-00-31-00	Operation & Maintenance		\$69.52
	409-000-000-535-00-31-01	Operations And Maintenance		\$126.36
	Total Invoice - 5/6/2013 11:40:41 AM			\$216.90

Total 35366		\$216.90
Total Englund Marine Supply Inc		\$216.90
Evergreen Septic Service		
35367		

2013 - May - First meeting

Invoice - 5/8/2013 8:25:31 AM		
13816		
001-000-000-576-80-47-02	Sewer-Parks, Black Lake	\$70.00
Total Invoice - 5/8/2013 8:25:31 AM		\$70.00

Total 35367		\$70.00
Total Evergreen Septic Service		\$70.00
Fire Extinguisher Service Center		
35368		

2013 - May - First meeting

Invoice - 5/6/2013 11:41:27 AM		
72170		
001-000-000-514-20-48-00	Repairs & Maintenance	\$20.48
Total Invoice - 5/6/2013 11:41:27 AM		\$20.48
Invoice - 5/6/2013 11:41:26 AM		
72167		
001-000-000-522-10-48-00	Repair & Maintenance	\$456.26
Total Invoice - 5/6/2013 11:41:26 AM		\$456.26
Invoice - 5/6/2013 11:41:25 AM		
72171		
001-000-000-571-50-40-01	Community Bldg Other-Mntc	\$126.93
Total Invoice - 5/6/2013 11:41:25 AM		\$126.93
Invoice - 5/6/2013 11:41:28 AM		
72169		
101-000-000-543-30-30-00	Office And Operating	\$148.49
Total Invoice - 5/6/2013 11:41:28 AM		\$148.49
Invoice - 5/6/2013 11:41:35 AM		
72168		
401-000-000-534-00-31-00	Operation & Maintenance	\$148.23
Total Invoice - 5/6/2013 11:41:35 AM		\$148.23
Invoice - 5/6/2013 11:41:38 AM		
409-000-000-535-00-31-01	Operations And Maintenance	\$267.07
Total Invoice - 5/6/2013 11:41:38 AM		\$267.07

Total 35368		\$1,167.46
Total Fire Extinguisher Service Center		\$1,167.46
Goulter Diamond Bar Ranch		
35369		

2013 - May - First meeting

Invoice - 5/6/2013 11:32:30 AM		
409-000-000-535-00-45-00	Spray Sludge Disposal Site	\$1,333.33
	sludge site	
Total Invoice - 5/6/2013 11:32:30 AM		\$1,333.33

Total 35369		\$1,333.33
Total Goulter Diamond Bar Ranch		\$1,333.33
Gray & Osborne, Inc.		\$1,333.33
35370		

2013 - May - First meeting

Invoice - 5/6/2013 2:52:34 PM		
11428.00-10		
101-000-000-595-10-40-00	Engineering-Brumbach	\$463.44
Total Invoice - 5/6/2013 2:52:34 PM		\$463.44
Invoice - 5/6/2013 2:51:16 PM		
13437.00-3		
101-000-000-595-10-43-00	Engineering - Elizabeth	\$4,978.43
Total Invoice - 5/6/2013 2:51:16 PM		\$4,978.43
Invoice - 5/6/2013 3:07:04 PM		
12536.00-5		
401-000-000-594-34-41-01	Engineering - Plant	\$1,685.43
Total Invoice - 5/6/2013 3:07:04 PM		\$1,685.43
Invoice - 5/6/2013 3:05:51 PM		
12555.00-8		
401-000-000-594-34-41-01	Engineering - Plant	\$4,467.29
Total Invoice - 5/6/2013 3:05:51 PM		\$4,467.29
Invoice - 5/6/2013 2:53:17 PM		
12459.00-14		
401-000-000-594-34-41-02	Engineering - Distribution	\$16,677.83
Total Invoice - 5/6/2013 2:53:17 PM		\$16,677.83
Invoice - 5/6/2013 2:54:28 PM		
12460.00-15		
401-000-000-594-34-41-02	Engineering - Distribution	\$20,061.41
Total Invoice - 5/6/2013 2:54:28 PM		\$20,061.41
Invoice - 5/6/2013 2:55:17 PM		
13458.00-2		
409-000-000-594-63-35-01	First Street Sewer Engineering	\$4,002.23
Total Invoice - 5/6/2013 2:55:17 PM		\$4,002.23
Invoice - 5/6/2013 3:04:00 PM		
13441.00-3		
409-000-000-594-63-35-02	Engineering - Collection System	\$291.74
Total Invoice - 5/6/2013 3:04:00 PM		\$291.74
Invoice - 5/6/2013 3:05:06 PM		
12564.00-8		
409-000-000-594-63-35-02	Engineering - Collection System	\$5,531.69

Total 35370		Total Invoice - 5/6/2013 3:05:06 PM	\$5,531.69
Total Gray & Osborne, Inc.			\$58,159.49
Hach Company			\$58,159.49
35371		2013 - May - First meeting	
		Invoice - 4/30/2013 11:11:49 AM	
		8261660	
		401-000-000-534-00-31-00	Operation & Maintenance
			\$899.46
		Total Invoice - 4/30/2013 11:11:49 AM	\$899.46
			\$899.46
			\$899.46
Total 35371		2013 - May - First meeting	
Total Hach Company		Invoice - 5/3/2013 12:00:27 PM	
HD Fowler Company		I3347212	
35372		001-000-000-596-22-64-00	Fire Equipment
		hydrant	\$2,915.38
		Total Invoice - 5/3/2013 12:00:27 PM	\$2,915.38
		Invoice - 5/8/2013 8:26:45 AM	
		I3357908	
		401-000-000-534-00-31-00	Operation & Maintenance
			\$83.20
		Total Invoice - 5/8/2013 8:26:45 AM	\$83.20
		Invoice - 5/3/2013 11:52:11 AM	
		I3351573	
		401-000-000-534-00-31-00	Operation & Maintenance
			\$659.30
		Total Invoice - 5/3/2013 11:52:11 AM	\$659.30
		Invoice - 5/3/2013 11:52:12 AM	
		I3351575	
		401-000-000-534-00-31-00	Operation & Maintenance
			\$260.15
		Total Invoice - 5/3/2013 11:52:12 AM	\$260.15
		Invoice - 5/6/2013 2:37:54 PM	
		C299081	
		401-000-000-534-00-31-00	Operation & Maintenance
			(\$89.24)
		Total Invoice - 5/6/2013 2:37:54 PM	(\$89.24)
			\$3,828.79
			\$3,828.79
Total 35372		2013 - May - First meeting	
Total HD Fowler Company		Invoice - 5/3/2013 11:45:44 AM	
Heather Reynolds, Attorney		April 2013	
35373		001-000-000-515-20-41-00	Legal Services
			\$2,907.00
		Total Invoice - 5/3/2013 11:45:44 AM	\$2,907.00
			\$2,907.00
			\$2,907.00
Total 35373		2013 - May - First meeting	
Total Heather Reynolds, Attorney		Invoice - 5/6/2013 2:37:24 PM	
IFOCUS Consulting Inc.		6520	
35374		001-000-000-514-20-31-00	Office & Operating Supplies
			\$365.00
		Total Invoice - 5/6/2013 2:37:24 PM	\$365.00
			\$365.00
			\$365.00
Total 35374		2013 - May - First meeting	
Total IFOCUS Consulting Inc.		Invoice - 5/3/2013 12:02:22 PM	
Ilwaco Volunteer Fireman's Assoc.		rehab supply	
35375		001-000-000-522-10-31-00	Office & Operating Supplies
			\$35.88
		Total Invoice - 5/3/2013 12:02:22 PM	\$35.88
			\$35.88
			\$35.88
Total 35375		2013 - May - First meeting	
Total Ilwaco Volunteer Fireman's Assoc.		Invoice - 5/6/2013 11:30:38 AM	
IPFS Corporation		6-1-13	
35376		001-000-000-511-50-46-00	Insurances
			\$576.89
		001-000-000-522-10-46-00	Insurance
			\$747.31
		001-000-000-572-50-46-00	Insurance
			\$853.75
		001-000-000-576-80-46-00	Insurance
			\$179.80
		101-000-000-543-30-40-01	Insurance
			\$110.30
		104-000-000-573-90-46-00	Ilwaco Museum - Insurance
			\$432.39
		401-000-000-534-00-46-00	Insurance
			\$1,473.66
		408-000-000-531-38-46-00	Insurance
			\$52.39
		409-000-000-535-00-46-00	Insurance
			\$1,088.72
		Total Invoice - 5/6/2013 11:30:38 AM	\$5,515.21
			\$5,515.21
			\$5,515.21
Total 35376		2013 - May - First meeting	
Total IPFS Corporation		Invoice - 5/3/2013 12:03:11 PM	
K & L Supply, Inc.		001-000-000-576-80-31-00	Office & Operating Supplies
35377			\$105.64
		401-000-000-534-00-31-00	Operation & Maintenance
			\$100.84
		Total Invoice - 5/3/2013 12:03:11 PM	\$206.48

		Invoice - 5/3/2013 11:43:38 AM		
		36452		
		401-000-000-534-00-31-00	Operation & Maintenance	\$406.73
		Total Invoice - 5/3/2013 11:43:38 AM		\$406.73
		Invoice - 5/3/2013 12:03:10 PM		
		36403		
		409-000-000-535-00-31-01	Operations And Maintenance	\$338.23
		Total Invoice - 5/3/2013 12:03:10 PM		\$338.23
				\$951.44
				\$951.44
		2013 - May - First meeting		
		Invoice - 5/3/2013 12:02:56 PM		
		3356		
		409-000-000-535-00-31-02	Chemicals	\$1,373.66
		Total Invoice - 5/3/2013 12:02:56 PM		\$1,373.66
				\$1,373.66
				\$1,373.66
		2013 - May - First meeting		
		Invoice - 4/30/2013 11:12:56 AM		
		4395191		
		001-000-000-514-20-31-00	Office & Operating Supplies	\$22.08
		001-000-000-522-10-31-00	Office & Operating Supplies	\$20.78
		101-000-000-543-30-30-00	Office And Operating	\$22.08
		401-000-000-534-00-31-00	Operation & Maintenance	\$22.08
		408-000-000-531-38-31-01	Operations & Maintenance	\$20.78
		409-000-000-535-00-31-01	Operations And Maintenance	\$22.08
		Total Invoice - 4/30/2013 11:12:56 AM		\$129.88
				\$129.88
				\$129.88
		2013 - May - First meeting		
		Invoice - 5/8/2013 8:26:21 AM		
		5565		
		101-000-000-595-40-30-00	Storm Drainage Supplies	\$200.00
		Total Invoice - 5/8/2013 8:26:21 AM		\$200.00
				\$200.00
				\$200.00
		2013 - May - First meeting		
		Invoice - 5/6/2013 11:32:19 AM		
		001-000-000-512-40-51-00	Municipal Court Services	\$412.00
		Court services		
		Total Invoice - 5/6/2013 11:32:19 AM		\$412.00
				\$412.00
				\$412.00
		2013 - May - First meeting		
		Invoice - 5/6/2013 11:32:06 AM		
		001-000-000-512-40-51-00	Municipal Court Services	\$412.00
		Court services		
		Total Invoice - 5/6/2013 11:32:06 AM		\$412.00
				\$412.00
				\$412.00
		2013 - May - First meeting		
		Invoice - 5/3/2013 12:04:48 PM		
		23018		
		001-000-000-576-80-49-01	Other	\$515.00
		sweep trail		
		Total Invoice - 5/3/2013 12:04:48 PM		\$515.00
		Invoice - 5/6/2013 3:10:59 PM		
		23027		
		101-000-000-542-30-31-00	Roadway Operating	\$60.69
		Total Invoice - 5/6/2013 3:10:59 PM		\$60.69
				\$575.69
				\$575.69
		2013 - May - First meeting		
		Invoice - 5/3/2013 12:05:13 PM		
		9412		
		001-000-000-573-90-49-00	Black Lake Fishing Derby	\$2,500.00
		Total Invoice - 5/3/2013 12:05:13 PM		\$2,500.00
				\$2,500.00
				\$2,500.00
		2013 - May - First meeting		
		Invoice - 5/6/2013 11:33:18 AM		
		62318		
		401-000-000-594-64-34-01	Equipment	\$4,056.04
		stringtown pump motor		

Total Invoice - 5/6/2013 11:33:18 AM		\$4,056.04
Total 35385		\$4,056.04
Total Northwest Motor Service		\$4,056.04
Oman & Son		
35386	2013 - May - First meeting	
Invoice - 5/3/2013 11:36:50 AM		
001-000-000-571-50-40-01	Community Bldg Other-Mntc	\$20.42
401-000-000-534-00-31-00	Operation & Maintenance	\$92.75
Total Invoice - 5/3/2013 11:36:50 AM		\$113.17
Total 35386		\$113.17
Total Oman & Son		\$113.17
One Call Concepts, Inc.		
35387	2013 - May - First meeting	
Invoice - 5/3/2013 11:36:33 AM		
3049070		
101-000-000-543-30-30-00	Office And Operating	\$4.78
401-000-000-534-00-31-00	Operation & Maintenance	\$4.78
409-000-000-535-00-31-01	Operations And Maintenance	\$4.78
Total Invoice - 5/3/2013 11:36:33 AM		\$14.34
Total 35387		\$14.34
Total One Call Concepts, Inc.		\$14.34
Owen Equipment Company		
35388	2013 - May - First meeting	
Invoice - 5/3/2013 11:50:39 AM		
00157531		
101-000-000-542-67-30-00	Street Cleaning	\$642.51
brushes		
Total Invoice - 5/3/2013 11:50:39 AM		\$642.51
Total 35388		\$642.51
Total Owen Equipment Company		\$642.51
Pacific Co. Fire Dist. #1		
35389	2013 - May - First meeting	
Invoice - 5/3/2013 12:08:07 PM		
DMI-24		
001-000-000-522-10-31-01	Training/attendance	\$100.00
Total Invoice - 5/3/2013 12:08:07 PM		\$100.00
Total 35389		\$100.00
Total Pacific Co. Fire Dist. #1		\$100.00
Peninsula Sanitation Service, Inc.		
35390	2013 - May - First meeting	
Invoice - 5/3/2013 11:43:15 AM		
001-000-000-514-20-47-01	Garbage Bills	\$285.22
409-000-000-535-00-47-04	Garbage Services	\$42.71
Total Invoice - 5/3/2013 11:43:15 AM		\$327.93
Total 35390		\$327.93
Total Peninsula Sanitation Service, Inc.		\$327.93
Pitney Bowes, Inc.		
35391	2013 - May - First meeting	
Invoice - 5/3/2013 11:47:37 AM		
001-000-000-514-20-31-00	Office & Operating Supplies	\$100.00
401-000-000-534-00-31-06	Office & Customer Service	\$200.00
409-000-000-535-00-31-08	Office Supplies & Customer Service	\$200.00
Total Invoice - 5/3/2013 11:47:37 AM		\$500.00
Total 35391		\$500.00
Total Pitney Bowes, Inc.		\$500.00
PR Diamond Products, Inc.		
35392	2013 - May - First meeting	
Invoice - 5/3/2013 12:06:44 PM		
27490-IN		
401-000-000-534-00-31-00	Operation & Maintenance	\$126.50
409-000-000-535-00-31-01	Operations And Maintenance	\$126.50
Total Invoice - 5/3/2013 12:06:44 PM		\$253.00
Total 35392		\$253.00
Total PR Diamond Products, Inc.		\$253.00
PUD No 2 of Pacific County		
35393	2013 - May - First meeting	
Invoice - 4/24/2013 11:48:51 AM		
001-000-000-511-50-47-00	Electricity	\$119.44
001-000-000-522-10-47-00	Electricity	\$768.26
001-000-000-571-50-40-00	Community Bldg Other - Electri	\$492.80
001-000-000-572-50-47-00	Electricity	\$739.20
001-000-000-576-80-47-00	Electricity	\$79.95
101-000-000-542-63-47-00	Street Light Operating	\$588.96
401-000-000-534-00-47-00	Electricity	\$2,073.78
409-000-000-535-00-47-01	Electricity	\$4,515.50
Total Invoice - 4/24/2013 11:48:51 AM		\$9,377.89
Total 35393		\$9,377.89
Total PUD No 2 of Pacific County		\$9,377.89
Sid's IGA		
35394	2013 - May - First meeting	
Invoice - 5/3/2013 12:21:11 PM		
401-000-000-534-00-31-00	Operation & Maintenance	\$15.28

Total Sid's IGA Sunset Auto Parts Inc. 35395	Total 35394	Total Invoice - 5/3/2013 12:21:11 PM	\$15.28
			\$15.28
			\$15.28
Total Sunset Auto Parts Inc. Tangly Cottage Gardening 35396	Total 35395	2013 - May - First meeting	
		Invoice - 5/8/2013 11:25:03 AM	
		923764689	
		001-000-000-576-80-48-00	Repairs & Maintenance
			\$29.22
		Total Invoice - 5/8/2013 11:25:03 AM	\$29.22
		Invoice - 4/30/2013 11:17:03 AM	
		7649444	
		401-000-000-534-00-48-00	Vehicle Repairs And Maint.
			\$17.35
		Total Invoice - 4/30/2013 11:17:03 AM	\$17.35
		Invoice - 5/8/2013 11:25:04 AM	
Total Tangly Cottage Gardening Tidy By The Sea, LLC 35397	Total 35396	923764705	
		409-000-000-535-00-31-01	Operations And Maintenance
			\$18.73
		Total Invoice - 5/8/2013 11:25:04 AM	\$18.73
		Invoice - 5/8/2013 11:24:59 AM	
		923764299	
		409-000-000-535-00-35-00	Small Tools
			\$339.99
		Total Invoice - 5/8/2013 11:24:59 AM	\$339.99
			\$405.29
			\$405.29
Total Tidy By The Sea, LLC Tire Hut 35398	Total 35397	2013 - May - First meeting	
		Invoice - 5/3/2013 11:55:32 AM	
		April 2013	
		104-000-000-573-90-40-02	Miscellaneous
			\$92.83
		Total Invoice - 5/3/2013 11:55:32 AM	\$92.83
			\$92.83
			\$92.83
		2013 - May - First meeting	
		Invoice - 5/6/2013 11:32:57 AM	
		001-000-000-514-20-31-00	Office & Operating Supplies
			\$65.00
Total Tire Hut USA Blue Book 35399	Total 35398	001-000-000-572-50-41-00	Custodian Library
			\$325.00
		Total Invoice - 5/6/2013 11:32:57 AM	\$390.00
			\$390.00
			\$390.00
		2013 - May - First meeting	
		Invoice - 5/6/2013 11:55:57 AM	
		4028	
		401-000-000-534-00-48-00	Vehicle Repairs And Maint.
			\$823.28
		Red Ford - tires	
		Total Invoice - 5/6/2013 11:55:57 AM	\$823.28
Total USA Blue Book Verizon Wireless 35400	Total 35399	Invoice - 5/3/2013 11:56:43 AM	
		4016	
		409-000-000-535-00-48-01	Repairs And Maintenance
			\$100.02
		Total Invoice - 5/3/2013 11:56:43 AM	\$100.02
		Invoice - 5/3/2013 11:41:35 AM	
		4025	
		409-000-000-535-00-48-01	Repairs And Maintenance
			\$21.56
		Total Invoice - 5/3/2013 11:41:35 AM	\$21.56
			\$944.86
			\$944.86
Total Verizon Wireless Vision Municipal Solutions, Llc 35401	Total 35400	2013 - May - First meeting	
		Invoice - 5/3/2013 12:09:25 PM	
		935601	
		401-000-000-534-00-31-06	Office & Customer Service
			\$357.73
		Total Invoice - 5/3/2013 12:09:25 PM	\$357.73
		Invoice - 5/3/2013 12:08:57 PM	
		931033	
		401-000-000-534-00-31-06	Office & Customer Service
			\$72.03
		Total Invoice - 5/3/2013 12:08:57 PM	\$72.03
			\$429.76
			\$429.76
	Total 35401	2013 - May - First meeting	
		Invoice - 4/30/2013 11:13:19 AM	
		9703538346	
		401-000-000-534-00-42-00	Communications
			\$91.41
		Total Invoice - 4/30/2013 11:13:19 AM	\$91.41
			\$91.41
			\$91.41
		2013 - May - First meeting	
		Invoice - 5/6/2013 3:42:31 PM	
		1808	
		401-000-000-534-00-31-06	Office & Customer Service
			\$119.93
		408-000-000-531-38-31-01	Operations & Maintenance
			\$119.92

	409-000-000-535-00-31-08	Office Supplies & Customer Service	\$119.92
Total 35401	Total Invoice - 5/6/2013 3:42:31 PM		\$359.77
Total Vision Municipal Solutions, Llc			\$359.77
WA State Dept. of Ecology			\$359.77
35402			
	2013 - May - First meeting		
	Invoice - 4/30/2013 11:15:08 AM		
	lab accreditation		
	401-000-000-534-00-31-04	Doe Annual Permit Fee	\$300.00
Total 35402	Total Invoice - 4/30/2013 11:15:08 AM		\$300.00
Total WA State Dept. of Ecology			\$300.00
WA State Dept. of Health			\$300.00
35403			
	2013 - May - First meeting		
	Invoice - 5/3/2013 12:18:43 PM		
	SW780		
	401-000-000-594-34-41-01	Engineering - Plant	\$1,598.00
Total 35403	Total Invoice - 5/3/2013 12:18:43 PM		\$1,598.00
Total WA State Dept. of Health			\$1,598.00
Wilcox & Flegel Oil Co.			\$1,598.00
35404			
	2013 - May - First meeting		
	Invoice - 5/6/2013 11:56:44 AM		
	CL94549		
	001-000-000-522-10-32-00	Gasoline	\$132.67
	Total Invoice - 5/6/2013 11:56:44 AM		\$132.67
	Invoice - 5/8/2013 8:23:57 AM		
	0518656-IN		
	409-000-000-535-00-32-00	Gas/oil Products	\$122.34
	Total Invoice - 5/8/2013 8:23:57 AM		\$122.34
	Invoice - 5/8/2013 8:23:32 AM		
	0518658-IN		
	409-000-000-535-00-32-00	Gas/oil Products	\$108.63
Total 35404	Total Invoice - 5/8/2013 8:23:32 AM		\$108.63
Total Wilcox & Flegel Oil Co.			\$363.64
Wirkkala Construction			\$363.64
35405			
	2013 - May - First meeting		
	Invoice - 5/6/2013 3:09:13 PM		
	31728		
	001-000-000-576-80-49-01	Other	\$258.72
Total 35405	Total Invoice - 5/6/2013 3:09:13 PM		\$258.72
Total Wirkkala Construction			\$258.72
Wirkkala Radio-TV			\$258.72
35406			
	2013 - May - First meeting		
	Invoice - 5/3/2013 12:10:16 PM		
	774295		
	409-000-000-535-00-31-01	Operations And Maintenance	\$11.97
Total 35406	Total Invoice - 5/3/2013 12:10:16 PM		\$11.97
Total Wirkkala Radio-TV			\$11.97
Grand Total	Vendor Count	68	\$127,107.48



Washington State
Public Works Board

Post Office Box 42525
Olympia, Washington 98504-2525

PROJECT STATUS REPORT

This form must be completed each time you submit a reimbursement request. Reimbursement requests will not be processed unless accompanied by a current Project Status Report.

Client Name:	City of Ilwaco
Contract Number:	DM11-952-015
Project Name:	Project Title: 500,000-Gallon City Center Reservoir
Anticipated Project Completion Date:	1/30/2017

Please describe the progress you have made to date on your project's scope of work (see Attachment A in your contract)

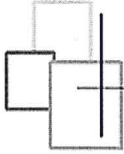
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Approximately, what percentage of the project is complete?	25 %
--	------

When do you expect the project to be completed (month/day/year)?	12/31/13
--	----------

If the anticipated completion date is different from the one above, what factors led to the change in the completion date?

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Register

Number	Name	Fiscal Description	Cleared	Amount
<u>35330</u>	Gardner, Daryl W	2013 - May - First meeting		\$1,598.36
<u>35331</u>	Jensen, David	2013 - May - First meeting		\$181.52
<u>35332</u>	Schweizer, Dennis	2013 - May - First meeting		\$1,653.56
<u>35333</u>	Williams, Thomas R	2013 - May - First meeting		\$1,009.40
<u>35334</u>	AFLAC Remittance Processing	2013 - May - First meeting		\$23.80
<u>35335</u>	AWC - Life Insurance	2013 - May - First meeting		\$23.00
<u>35336</u>	AWC Employee Benefit Trust	2013 - May - First meeting		\$4,740.50
<u>35337</u>	Dept of Retirement - Def Comp	2013 - May - First meeting		\$280.00
<u>35338</u>	Dept of Retirement Systems	2013 - May - First meeting		\$6,163.36
ACH Pay - 734	Bell, Helen S.	2013 - May - First meeting		\$159.07
ACH Pay - 735	Cassinelli, Michael	2013 - May - First meeting		\$422.10
ACH Pay - 736	Chambreau, Jon H.	2013 - May - First meeting		\$181.52
ACH Pay - 737	Fornier, Gary	2013 - May - First meeting		\$396.88
ACH Pay - 739	Gustafson, David M.	2013 - May - First meeting		\$1,469.88
ACH Pay - 740	Hazen, Warren M.	2013 - May - First meeting		\$1,707.09
ACH Pay - 750	Kezele, Pamela J.	2013 - May - First meeting		\$957.86
ACH Pay - 743	Marshall, Fred	2013 - May - First meeting		\$181.52
ACH Pay - 744	Mc Kee, David A	2013 - May - First meeting		\$1,776.73
ACH Pay - 745	Mc Millan, Elaine	2013 - May - First meeting		\$943.90
ACH Pay - 746	Mulinix, Vinessa	2013 - May - First meeting		\$179.82
ACH Pay - 748	Stierns, Jacob	2013 - May - First meeting		\$1,154.43
<u>EFT 5 1 13</u>	U.S. Treasury Department	2013 - May - First meeting		\$4,546.47
<u>EFT 5 1 13 1</u>	Discovery Benefits	2013 - May - First meeting		\$1,050.00
				\$30,800.77

We, the undersigned members of the city council of the City of Ilwaco, Pacific County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and the voucher numbers 35330 through 35338 and electronic payments totalling \$30,800.77 are approved this 13th day of May, 2013

Council member

Council member

Treasurer

Council member



PROCLAMATION

EMERGENCY MEDICAL SERVICES WEEK 2013



WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, educators, administrators and others; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week.

NOW, THEREFORE, I, Mike Cassinelli, Mayor of the City of Ilwaco, Washington, do hereby proclaim the week of May 19 through 25, 2013, as

EMERGENCY MEDICAL SERVICES WEEK

One Mission. One Team.

in the City of Ilwaco, Washington, and encourage encourage the community to observe this week with appropriate programs, ceremonies and activities.

IN WITNESS WHEREOF, signed this 13th day of May, 2013.

Mike Cassinelli, Mayor

Long Beach Police

P.O. Box 795
Long Beach, WA 98631

lbpdchief@centurytel.net

Phone 360-642-2911
Fax 360-642-5273

05-01-13

Page 1 of 5

To: Mayor Cassinelli and Ilwaco City Council

From: Chief Flint R. Wright

Ref.: Monthly Report for April 2013

During the month of April the Long Beach Police Department handled the following cases and calls:

Long Beach

442 Total Incidents

Aid Call Assists: 1

Alarms: 6

Animal Complaints: 6

Assaults: 7

Assists: 109

(Includes 6 Law Enforcement Agency Assists Outside City Boundaries)

Burglaries: 1

Disturbance: 25

Drug Inv.: 3

Fire Call Assists: 1

Follow Up: 98

Found/Lost Property: 17

Harassment: 15

Malicious Mischief: 4

MIP – Alcohol: 0

MIP – Tobacco: 0

Missing Person: 1

Prowler: 2

Runaway: 1

Security Checks: 46

Suspicious: 31

Thefts: 7

Traffic Accidents: 3

Traffic Complaints: 12

Traffic Tickets: 2

Traffic Warnings: 16

Trespass: 10

Warrant Arrests: 11

Welfare Checks: 7

Ilwaco

274 Total Incidents

Aid Call Assists: 1

Alarms: 2

Animal Complaints: 2

Assaults: 4

Assists: 48

Burglaries: 1

Disturbance: 5

Drug Inv.: 3

Fire Call Assists: 0

Follow Up: 84

Found/Lost Property: 4

Harassment: 11

Malicious Mischief: 1

MIP – Alcohol: 3

MIP – Tobacco: 0

Missing Person: 3

Prowler: 0

Runaway: 1

Security Checks: 60

Suspicious: 8

Thefts: 5

Traffic Accidents: 2

Traffic Complaints: 5

Traffic Tickets: 0

Traffic Warnings: 6

Trespass: 2

Warrant Arrests: 5

Welfare Checks: 8

On April 3rd and 4th members of the department participated in “active shooter training” in Naselle. Some of the topics covered included the evolution of active shooter incidents, active shooter response, tactics and movement and treating the wounded. This training involved the use of “simunition” non lethal training ammo and was sponsored by the Department of Homeland Security. Some of the overtime for the training was paid for by Homeland Security.

I met with a John Martin on the 10th. He is with the Western States Information Network (WSIN). WSIN is part of a nationwide intelligence data base that we are going to be utilizing. There is no cost to the city and it connects us with law enforcement agencies from around the United States. As a member we will have access to information on suspects, analytical products, proactive analysis on case investigations and access to special equipment such as tracking systems, video packages, and many other investigative tools at no cost to us. WSIN even provides free training. Long Beach has been a member of WSIN for many years but has never taken advantage of their services until now. WSIN is a governmental agency.

On April 11th I gave a presentation at Ilwaco High School to students regarding a possible career in law enforcement. Different members of our community talked to juniors and seniors about what we look for in job applicants. A copy of a thank you card sent to me for my participation is attached.

Also on the 11th I, along with Loretta and Officer Casey Meling, participated in the annual Well Spring Community Network town hall event. This year Well Spring did a carnival type event. It was a great success. It was well attended and all the participants seemed to be having a good time.

On the 18th the department installed a “drug return collection unit” at our office. This provides a place for people to bring medications they need to get rid of. They can put their old medications in the drop box and we will maintain custody of them. When we do our “prescription drug take back events” we will ship the medications we have collected in the box to the DEA to be destroyed. The cost of the unit was \$995.00. The police department paid for third, Well Spring Community Network paid for a third and Peninsula Pharmacies paid for the remaining third.

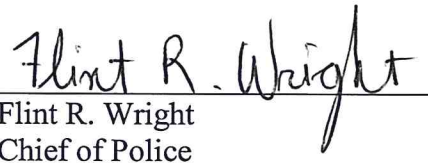
I attended training on April 19th put on by Washington Cities Insurance Authority. The training dealt with having difficult conversations with employees and staff members.

On April 26th I attended a class titled “Exceptional Service In The Public Sector”. The class dealt with topics like dealing with the angry person, avoiding confrontations, avoiding an “us vs. them” attitude and identifying good service. For those of you reading this who are thinking, “I wonder if Flint was ordered to take this class?”, the answer is no! I just thought that a refresher course in this couldn’t hurt.

On April 27th Officer Casey Meling assisted Well Spring Community Network with a prescription drug take back event. Approx. 26 pounds of prescription drugs were turned in to be destroyed.

I met with Sheriff Johnson and the Chief's of Police of the other cities in Pacific County on the 30th. We discussed many issues including concerns about the drug task force. The effectiveness of the task force is a concern to all of us and I will give you more information about the issue as we move into budget in the fall.

Attached is a letter of appreciation written by a Miss. Falkenberg for actions taken by Officer Casey Meling. Casey is a fine officer and this letter demonstrates another example of why I am so proud to have him as a member of the Long Beach Police Department.


Flint R. Wright
Chief of Police

Flint,

Thank you so much for speaking to our students. You gave them good information & were entertaining! A winning combo.

We are already looking forward to next year, & please give us feedback as to how we can improve this event!

Thanks again, Boys & Girls
Meredith & Club

Humaira Falkenberg
PO Box 648
Ilwaco, WA 98624

April 10th, 2013

Chief Flint Wright
Long Beach Police Department
PO Box 795
Long Beach, WA 98631

Dear Chief Wright:

I want to bring to your attention the great service of Officer Casey Meling. On or about April 2nd, around 9:30pm, Officer Meling had pulled me over for a headlight out on my car in Long Beach. I had already replaced the headlight some time ago and it appeared to be not working again. I had spare bulbs in the car. Officer Meling offered to put the bulb in for me.

Another quality of Officer Meling, I want to point out was his patience and sense of humour. When I was pulled over, I couldn't find my purse which contained my driver's license and insurance. I spent a little time looking for it but to no avail. Frustrated, I offered to show him my ski pass with my picture and business card for the purposes of identification. I then thought that maybe I left the purse at home.

Officer Meling asked if someone from home could find my purse and call in the driver's license number. Of course, I live alone so no one could assist. Officer Meling then followed me to Ilwaco so that I may get my purse. He asked for my street address in Ilwaco, and shamefully, I don't know it. Sounding like a total space cadet, I think I said, "it's across the fire hall, the little grey house with two raised beds, on Spruce St." Jeepers, I thought, this doesn't look good but with his patience, we arrived at my house in Ilwaco. I invited him in while I searched for my purse but to no avail again. I was a gasped and embarrassed! Now, I was really getting nervous. Then I thought it is possible the purse was in the car so I searched the car again. Sure enough, the purse was hiding under jacket in the back seat.

Upon finding the purse, I jumped with sheer joy. But then, I couldn't find my driver's license. So I had to spend what felt like an hour looking for my driver's license inside my purse. All the while, I was thinking, this officer must think I'm a space head. I did find my driver's license and all was in the clear. I was ecstatic with joy. I think Officer Meling had a good laugh too. He didn't cite me but did do his adherence to the law.

What I most appreciated about my dealing with Officer Meling was the small town congeniality, his patience and service. I am not certain that I would have received the same level of courtesy in Seattle or Tacoma or Portland. I am so thankful to live here in our small community. Thank you for your leadership in hiring good people serve our community.

Sincerely,


Humaira Falkenberg

Casey,
You are truly an
amazing officer. Thanks
for always doing such a
great job.
Chief Wright
P.D. There is ~~now~~ no way a
Dadlike or Portland officer
would ever do this.

**Monthly Status and Progress Report
for
Month Ending April 30, 2013**

**Backwash Basin Improvements
\$99,000 DWSRF Loan Funding
\$23,000 – Engineering**

City of Ilwaco

**Drinking Water State Revolving Fund Loan
Contract Dated: March 2012**

Gray & Osborne, Inc.

May 1, 2013

**Principal in Charge: Nancy Lockett, P.E.
(206) 284-0868**

Purpose of this contract:

The City will construct capacity and operational improvements to the existing Water Treatment Plant backwash Basin in order to provide adequate capacity to ensure the discharge requirements of the City's Water Treatment Plant National Pollution Discharge Elimination System (NPDES) permit can be achieved.

Funding:

The City received a \$99,000 Drinking Water State Revolving Fund Loan to finance the design, construction administration, environmental documentation and construction for this project.

Responsibility:

Gray & Osborne will design the backwash basin improvements, and provide bid assistance, construction administration and construction inspection on the City's behalf.

Monthly Status and Progress for the month ending April 30, 2013:

Month's Activities: January and February, 2013

The revised Pre-design submittal was submitted to the Department of Health on April 4, 2013. A copy of the revised pre-design submittal is attached to this progress estimate. The revised concept for the backwash basin includes installing a solid sloped concrete floor in the existing basins. The solids from the treatment process will be stored in the basin and will be removed periodically using a vacuum truck. The basins have adequate volume to allow sufficient time to settle the solids from the filter backwash cycles and to pump the decanted water using sump pumps to the discharge location below the Indian Creek impoundment. This design was a collaboration between the Water Treatment Plant staff and Gray & Osborne.

The Department of Health indicated on April 22, 2013 that this method of operation would be acceptable. Preparation of plans and specifications will continue pending written approval from the Department of Health.

Month's Activities: January and February, 2013

The predesign report for the Backwash Basin was submitted to DOH on January 16, 2013. DOH, City staff and G&O held a telephone conference on February 21, 2013 to discuss the design of the Backwash Basin. DOH is concerned with the available volume of the basin, ease of maintenance and available construction budget. Preliminary design of the basin is being revised to address DOH concerns. Gray & Osborne has presented a revised concept to City staff which includes pouring a solid bottom in the existing basin and using a sump pump to decant supernatant from the basin similar to the method of

operation presently used. Schedule for construction of the basin will be delayed pending DOH approval of the pre-design report. Gray & Osborne will submit a revised Pre-design Report to DOH no later than the 3rd week of March pending staff approval of the revised plan. The construction cost will be revised pending staff approval of the current proposed basin configuration.

Month's Activities: November and December, 2012

Structural design of the presettling basin and design of new and renovated piping for the backwash basin is underway.

The Department of Health has not completed their evaluation of the cultural resources information submitted in August 2012.

The City asked Department of Health if additional funding was available for the project – no additional funding is available.

Month's Activities: October, 2012

The configuration of the backwash basin has been revised to maximize benefit and minimize cost. The construction cost of the two train backwash basin described below exceeded the available funding for construction. A less expensive alternative, however, still above the available loan funding, has been developed which includes a baffled presettling basin that does not share a common wall with the existing basin and rehabilitation of the existing sand filter beds. The presettling basin will allow the majority of the suspended solids to settle prior to discharge into the sand filter beds. The estimated construction cost for the revised configuration is \$96,000 (\$30,000 over the construction loan amount). City staff has concerns about cleaning of the backwash basin. We are awaiting staff input before proceeding further with the configuration concepts.

Month's Activities: July, August, September 2012

Geotechnical investigation was completed in July. The soils at the site are adequate to support the expanded backwash basin using conventional shallow foundations.

A cultural resources site evaluation was conducted on July 31, 2012. No evidence of artifacts were found and based on the archeologist's evaluation the construction of the backwash basin improvements should not encounter cultural resources.

Environmental documentation for the project in compliance with the SERP process was completed in September. The City planner issued a Determination of Non-significance (DNS) for the project on September 10, 2012. The environmental and cultural resources documentation was submitted to the Department of Health in September.

Design report and preliminary design prepared. Schematic design presented to City staff. The design includes a two-train system including a flow equalization trough, parallel

settling basins and parallel sand filters. The sand filters will be located in the existing basin. The settling basins will be constructed immediately to the west of the existing basin. Discharge from the sand filters will be via replaced perforated pipe under the sand bed and the existing discharge pipe to the pond located at the bottom of the dam. Parallel settling basins and sand filters will allow the City to take one train off line for cleaning or maintenance while maintaining service in the other train.

The Design Report will be submitted to the Department of Health the week of October 8, 2012.

Month's Activities: June 2012

Work on the pre-design report and preliminary design continues. Backwash water quality information provided by City staff used to determine settling characteristics of the various liquid streams directed to the backwash basin.

Month's Activities: May 2012

Site survey completed.

Pre-design report is underway. Issues included in the Pre-design report include regulatory and permit requirements, basin sizing, options for controlling flow and settling time within the enlarged basin, preliminary design, construction methodology, and construction costs.

Gray & Osborne has requested the Water Treatment Plant staff take samples of the influent into the backwash basin to assist in determination of the settling time and size of the basin.

Month's Activities: April 2012

Project kick-off meeting held with the Gray & Osborne design staff. Request for survey completed.

New Contract Changes / Agreements:

None.

Contract Change / Agreement History:

No contract changes have been prepared to date.

Risks to Cost, Schedule and Performance

New Risks Identified

The estimated construction cost of the solid bottom backwash basin is \$81,577 including Washington State Sales Tax. The construction funding available in the DWSRF loan is \$76,000.

Identified Risks

DOH questioned the design concept and cost of the proposed improvements to the backwash basin. The concept must be revised and resubmitted for DOH approval. Resolution: A revised Pre-design report, which was approved by the City prior to submission, was submitted to DOH on April 2, 2013. DOH verbally stated on April 22, 2013 that the proposed design and operation concept is acceptable.

City staff will review the proposed configuration and operation and maintenance requirements.

The estimated construction cost of the current backwash basin configuration is \$96,000 - \$30,000 over the construction loan amount.

The Department of Health notified the City that an archeological assessment and report must be provided for the project. Gray & Osborne has contacted Archeological Consulting Services (provided archeological evaluation for the School Street Improvements and in support of the USDA Rural Development funding application for the Sahalee Water and Sewer Improvements) to submit an estimate to prepare the archeological assessment and report.

Schedule Status – April 30, 2013

Task / Milestone	Planned Start	Planned Finish	Actual Finish	Notes/Contract Completion Impact
Survey	5/21/2012	5/25/2012	5/21/2012	Survey Completed.
Pre-design	5/1/2012	6/5/2012	4/2/2013	Revised Pre-design report submitted to DOH April 2, 2013
5% QA/QC	5/21/2012	5/21/2012	5/15/2012, 9/15/12, 1/10/2013, 3/25/2013	In-house requirement. 30% QA/QC 9/15/12
Submit Design Report to DOH	6/5/2012	10/8/2012	4/2/2013	Pre-design report was sufficiently detailed to meet Design Report criteria.
Preliminary Design	6/5/2012	10/8/2012	4/2/2013	Preliminary design resubmitted 4/2/13
50% QA/QC	3/31/2013	3/31/2013	3/25/2013	In house requirement
Final Design	4/1/2013	4/30/2013		
95% QA/QC	4/20/2013	4/0/2013		In house requirement

Complete Plans and Specifications	4/30/2013	4/30/2013		
Advertise for Construction Bids	5/1/2013	5/15/2013		
Bid Opening	5/15/2013	5/15/2013		
Contract Award	5/27/2013	5/27/2013		
Notice to Proceed	6/24/2013	6/24/2013		
Construction	7/8/2013	8/9/2013		
Project Closeout	9/10/2013	9/25/2013		

Deliverables Status – April 30, 2013

Deliverable	Specified by:	Original Delivery Date:	Latest Delivery Estimate	City Approval / Acceptance	Status
Monthly reports	City example	Monthly	5 th of following month	Acceptance	Reports delivered

Cost Status – April 27, 2013

Engineering (billing through April 27, 2013)

Task	Contract Estimate	Spent	Remains	Current Estimate to Complete	Difference
Design	\$23,000	\$17,051.13	\$5,948.87	\$5,948.87	\$0.00
Construction	\$76,000	\$0	\$76,000	\$81,577*	+\$5,577
Total	\$99,000	\$17,051.13	\$81,949.87	\$87,525.87	+\$5,576

*Revised April 2, 2013 Pre-design report.

Project Completion to Date: 17.2% (\$17,051.13/\$99,000 x 100)

**Monthly Status and Progress Report
for
Month Ending February 28, 2013**

**\$6,000
Logging Road Culvert Repair**

City of Ilwaco

**Department of Health Grant
Contract Dated: July 2012**

Gray & Osborne, Inc.

May 2, 2013

**Principal in Charge: Nancy Lockett, P.E.
(206) 284-0868**

Purpose of this contract:

The City will slipline three culverts along the abandoned logging road on the southeast side of the Indian Creek Impoundment to stabilize the deteriorated culverts. The existing culverts are corrugated metal pipe.

Funding:

The City received a \$30,000 grant from the Department of Health (DOH) to fund design, bidding and construction of this project.

Responsibility:

Gray & Osborne will design the culvert sliplining improvements, and provide bid assistance, construction administration and construction inspection on the City's behalf.

Monthly Status and Progress for the month ending April 2013:

Month's Activities: March and April 2013

Bid solicitation letters and plans and specifications were sent to nine contractors on March 13, 2013. A pre-bid meeting walk-through was held on April 3, 2013.

Four contractors submitted bids for the project on April 10, 2013. Bids ranged from \$9,589.38 to \$54,298.81. The City awarded the contract to the low bidder, Lindstrom & Sons Construction, at the City Council Meeting on April 22, 2013. The contract documents have been sent to Lindstrom & Son Construction for execution.

The City learned that the Davis Bacon Act applies to this project and the contractor must pay his employees the higher of the state or federal wage rates. All bidders bid the project assuming State Prevailing Wages applied. Lindstrom & Son Construction has been notified by letter that they need to document whether the federal wage rates in the job categories they assumed to prepare their bid are higher than the comparable state rate. If a contract adjustment is required the adjustment will be included in a change order.

Month's Activities: January and February 2013

DOH approved the plans and specifications for the culvert sliplining.

Project will be advertised to City Small Works Roster participants in mid-March. Pre-bid walkthrough will be scheduled for the first week of April.

Month's Activities: November and December 2012

The project is on hold until the DOH reviews the plans and specifications. Gray & Osborne told DOH on October 24, 2012 that the project would not be constructed until spring of 2013. The City did not have approval from DOH to bid the project as of October 24th and if the project was to be bid before the spring the potential for construction in good weather was limited. The certain risk of creating erosion and sediment transport within the watershed due to heavy equipment access outweighed the benefit of sliplining the culverts during the winter months.

The project documents will be sent to contractors on the City's Small Works Roster in March 2013 provided DOH approval of the plans and specifications is received. It is anticipated construction will take place in April 2013 provided the access roads are dry and the risk of creating erosion potential is low.

Month's Activities: August - October 2012

The abandoned logging road was constructed to support timber harvest in the area. The City purchased the property in the late 1980s to protect the water supply. The original corrugated metal pipe (CMP) culverts were installed under the logging road to provide drainage under the logging road. The culverts are deteriorating which could result in drainage eroding the road and cause the release of sediment into the Indian Creek impoundment. The original intent of the project was to remove the deteriorated culverts and provide a grassed swale for drainage. The road would not be passable if the culverts were removed. Sliplining of the culverts instead of removing the culverts and creating open ditch conveyance systems will ensure the culverts will continue to carry runoff safely under the road bed and minimize the potential for sediment transport and erosion which may have resulted due to removal of the culverts and construction of the ditches. The abandoned road is currently available for use in the event of a fire or other emergency in the watershed. The original concept for removing the culverts would have eliminated to use of the road for emergency access. The current proposal maintains the integrity of the road.

The limited cost and scope of the project lends itself to bidding the project under the Small Works Roster bid methodology. The Small Works Roster plans and specifications have been prepared. An electronic copy of the bid documents were submitted to the Department of Health on October 8, 2012. Hard copies of the bid documents were submitted to the Department of Health on October 24, 2012. The City has not received comments on the bid documents as of October 31, 2012.

The City planner has determined that sliplining of the existing culverts is exempt from SEPA requirements. No permitting is required for the construction of the project.

New Contract Changes / Agreements:

None.

Contract Change / Agreement History:

No contract changes have been prepared to date.

Risks to Cost, Schedule and Performance

New Risks Identified

City awaiting Department of Health comments on the bid documents.

Identified Risks

See above.

Schedule Status – April 30, 2013

Task / Milestone	Planned Start	Planned Finish	Actual Finish	Notes/Contract Completion Impact
Complete Plans and Specifications	8/1/2012	9/15/2012	10/8/12	Bid Documents submitted to Health. Bid documents approved by DOH – January 2013
95% QA/QC	9/15/2012	10/1/2012	10/30/2012	In house requirement
Advertise for Construction Bids	3/20/13	4/10/13	3/13/2013	
Bid Opening	4/10/13	4/10/13	4/10/2013	
Contract Award	4/22/13	4/22/13	4/22/2013	
Notice to Proceed	5/13/13	5/13/13		
Construction	5/23/13	6/15/13		
Project Closeout	6/15/13	6/30/13		

Deliverables Status – April 30, 2013

Deliverable	Specified by:	Original Delivery Date:	Latest Delivery Estimate	City Approval / Acceptance	Status
Monthly reports	City example	Monthly	5 th of following month	Acceptance	Reports delivered

Cost Status – April 30, 2013, 2013

Task	Contract Estimate	Spent	Remains	Current Estimate to Complete	Difference
Design	\$6,000	\$5,470.67	\$529.33	\$529.33	\$0.00
Construction	\$24,000	\$0	\$24,000	\$9,589.38	\$0
Total	\$30,000	\$5,470.67	\$24,529.33	\$10,118.71	(\$14,410.62)

Percent Project Completion: 18.2% ($\$5,470.67 / \$30,000 \times 100$)

**Monthly Status and Progress Report
for
Month Ending February 28, 2013**

\$179,300

Water Treatment Plant Improvements

City of Ilwaco

**Washington State Department of Health Grant
Contract Dated: September 2012**

Gray & Osborne, Inc.

May 2, 2013

**Principal in Charge: Nancy Lockett, P.E.
(206) 284-0868**

Purpose of this contract:

The City will replace the two 350 gpm original water filter units at the Water Treatment Plant with a new 700 gpm upflow clarifier unit. The project includes related piping, electrical, chemical feed system improvements, replacement of process meters and valves, software and hardware for process control and to allow integration with the existing 700 gpm filter unit. The goal of the project is to provide a fully functioning automatic treatment system.

Funding:

The City received a \$940,000 grant from the 2012 Jobs Bill Grant. The grant is administered by the Department of Health (DOH). The grant will fund design, bidding and construction of this project.

Responsibility:

Gray & Osborne will design the water treatment plant improvements, and provide bid assistance, construction administration and construction inspection on the City's behalf.

Monthly Status and Progress for the month ending April 2013:

Month's Activities: March and April 2013

The pre-design report was submitted to the Department of Health on March 19, 2013. The City received a comment letter from the Department of Health dated April 19, 2013. A response to the Department of Health comments will be submitted to the Department the first week of May. City staff has reviewed the draft comment letter.

Preliminary design of the water treatment plant improvements continued during the Department of Health review period. Gray & Osborne and City staff continued bi-weekly telephone conferences to discuss process and design issues.

The preliminary cost estimate for the basic plant improvements and the staff wish list is approximately \$880,000. The construction funding available in the grant is \$760,700 and the City has budgeted \$63,000 for several of the items that will be included in the project. The cost estimate will be revised as the design progresses.

Gray & Osborne met with the filter manufacturer, Westech, representative to discuss the equipment and process control the City will require.

Month's Activities: January and February 2013

DOH had indicated in December 2012 that they were not convinced that installation of another upflow clarifier package treatment unit was appropriate for the Ilwaco water

system unless a pre-treatment unit was also installed. G&O submitted a memorandum evaluating pre-treatment options and the applicability to the quality of raw water treated at the WTP. The memo concluded that with chemical dosing optimization the WTP would be able to continue to meet all regulatory requirements with the upflow clarifier and pre-treatment would not be beneficial. DOH Engineer Janet Cherry visited the Water Treatment Plant on January 23, 2013 to review the current operations. G&O was present at the site visit to answer questions. On February 4, 2013 the City received an email from Teresa Walker, DOH Regional Engineer, stating that DOH agreed that with process optimization, including jar testing, the upflow clarifier technology was appropriate for the City.

Preliminary design and preparation of the pre-design report continued in January and February. The pre-design report will be submitted to DOH the third week of March.

The bi-monthly telephone conference calls between City staff and G&O have been helpful in talking through design requirements and clarifying the City's needs and identifying construction budget constraints which may not allow the staff wish list of improvements to be completed at this time.

Month's Activities: November and December 2012

DOH met with Gray & Osborne on December 14, 2012 to discuss DOH's concern about installation of a second upflow clarifier. DOH has stated that they don't think the existing clarifier portion of the existing treatment unit is performing optimally but provided no data to support the assumption. We discussed the use of chemicals at the treatment plant and ways to optimize the treatment process. DOH suggested that a preliminary treatment step consisting of flocculation and tube settling (a similar process to the existing Filters Nos. 1 and 2) would provide better treatment. Gray & Osborne stated that the City does not have the funding to install preliminary treatment and questioned whether it was necessary. DOH requested that Gray & Osborne look into the pretreatment option before a decision is made on the treatment technology used for the improvements at the Water Treatment Plant. It was agreed at the meeting that Gray & Osborne would review historic treatment plant records to determine past and current chemical use and research the feasibility of installing pre-treatment units.

Gray & Osborne reviewed literature regarding the Trident-HS, a packaged version of the City's existing upflow clarifier (Microfloc Trident) with pretreatment. The primary benefit of the tube settler pretreatment is to have the ability to treat high-turbidity raw water (up to 400+ NTU). The typical turbidity of the Ilwaco source water is 2 – 3 NTU with occasional periods of high turbidity of 15 – 20 NTU. We reviewed the literature regarding a head-to-head pilot study (upflow clarifier without pretreatment and upflow clarifier with pretreatment) done in California on mountain water runoff with similar turbidity characteristics to Ilwaco raw water. The study found that the conventional upflow clarifier without pre-treatment and the upflow clarifier with pre-treatment performed similarly.

Upon review of the historic treatment plant records and recommendations from previous treatment plant optimization consultations it appears that chemical dosage is significantly less than in the past and than the dosage recommended during optimization consultations. Reduced chemical dosage would have a negative impact on the treatment process.

A memorandum was sent to DOH on January 7, 2012 discussing these findings. The conclusion of the memorandum is that it is not clear that the City would significantly benefit from pretreatment and that chemical feed modifications which can be easily made could significantly improve the treatment process.

Design of the treatment plant improvements assuming the installation of a new upflow clarifier began in December. The Pre-Design Report is in progress.

Month's Activities: October 2012

City staff provided a wish list of water treatment plant improvements. A preliminary cost estimate is being developed to prioritize improvements that the City may choose to include in addition to the basic equipment included in the grant application.

The Department of Health has agreed that no environmental permitting will be required for the project since all improvements will take place within the existing water treatment plant building.

New Contract Changes / Agreements:

None.

Contract Change / Agreement History:

No contract changes have been prepared to date.

Risks to Cost, Schedule and Performance

New Risks Identified

The Department of Health pre-design comment letter made a recommendation to provide pilot testing prior to the design of the water treatment plant improvements. This may represent a significant delay in the project. The City and Gray & Osborne have a conference call scheduled for May 2, 2013 to determine the extent of testing that will be acceptable to the Department.

The preliminary cost estimate for the basic plant improvements and the staff wish list is approximately \$880,000. The construction funding available in the grant is \$760,700 and the City has budgeted \$63,000 for several of the items that will be included in the project. The cost estimate will be revised as the design progresses.

Identified Risks

The project has been delayed due to DOH position from August 2012 to February 2013 that installation of a second upflow clarifier at the treatment plant would not be approved. The project is able to move forward with DOH's consent in February.

The preliminary cost to complete the WTP upgrades required to provide a fully automated plant, new instrumentation and controls, computers and additional items requested by the operators is over the construction grant amount. G&O and staff will continue to revise the project to meet the project budget constraints.

Schedule Status April 30, 2013

Task / Milestone	Planned Start	Planned Finish	Actual Finish	Notes/Contract Completion Impact
Pre-design Report	10/1/2012	3/21/2013	3/19/2013	Delayed due to DOH concern regarding upflow clarifier technology
50% Plans and Specifications	3/1/2013	4/30/2013		
50% QA/QC	4/30/2013	4/30/2013		In house requirement
95% Plans and Specifications	5/30/2013	5/30/2013		
95% QA/QC	5/30/2013	5/30/2013		In house requirement
Complete Plans and Specifications	6/15/2013	6/15/2013		
Advertise for Construction Bids	6/19/2013	7/3/2013		
Bid Opening	7/3/2013	7/3/2013		
Contract Award	7/8/2013	7/8/2013		
Notice to Proceed	8/5/2013	8/5/2013		
Construction	8/15/2013	2/1/2014		
Project Closeout	2/1/2014	2/15/2014		

Deliverables Status – April 30, 2013

Deliverable	Specified by:	Original Delivery Date:	Latest Delivery Estimate	City Approval / Acceptance	Status
Monthly reports	City example	Monthly	5 th of following month	Acceptance	Reports delivered

Cost Status – April 30, 2013

Engineering (billing through April 30, 2013)

Task	Contract Estimate	Spent	Remains	Current Estimate to Complete	Difference
Design	\$179,300	\$64,598.99	\$114,701.01	\$114,701.01	\$0.00
Construction	\$760,700	\$0	\$760,700	\$880,000*	+\$119,300
Total	\$940,000	\$64,598.99	\$875,401.01	\$994,701.01	+\$119,300

*Preliminary cost estimate. \$63,000 of budgeted Water Treatment Plant equipment funds will be applied to the project if necessary.

Percent Project Completion: 6.9% ($\$64,598.99 / \$940,000 \times 100$)

**Monthly Status and Progress Report
for
Month Ending February 28, 2013**

**\$56,000
Nesadi Drive Sewer Relocation**

City of Ilwaco

**Public Works Trust Fund Loan
Contract Dated: September 2012**

Gray & Osborne, Inc.

May 2, 2013

**Principal in Charge: Nancy Lockett, P.E.
(206) 284-0868**

Purpose of this contract:

The City will replace approximately 700 lf of failing 8-inch diameter sewer transmission main in Nesadi Drive and easement to the east of Nesadi Drive to a more secure location on the uphill (north) side of the right-of-way. The existing sewer is located in the southern shoulder of the right-of-way at the edge of the steep embankment with minimal structural support.

Funding:

The City received a \$336,000 loan from the Public Works Trust Fund design, bidding and construction of this project.

Responsibility:

Gray & Osborne will design the sanitary sewer improvements, and provide bid assistance, construction administration and construction inspection on the City's behalf.

Monthly Status and Progress for the month ending April 30, 2013:

Month's Activities: March and April 2013

Geotechnical field work was completed in March 2013. Five borings were drilled along the proposed sewer alignment to determine the competency of the soil and groundwater conditions. Preliminary discussions with the geotechnical engineer indicated that surface water and groundwater will be an issue that should be addressed during construction. Nesadi Drive does not have a drainage system at this time.

Further design is on-hold pending receipt of the geotechnical report.

Month's Activities: January and February 2013

Plans and specifications are approximately 80% complete. Given the slide that occurred in December on the Sahalee hillside it was determined that it would be advisable to conduct a geotechnical evaluation in order to verify the competency of the hillside and design the appropriate foundation and pipe bedding system. The geotechnical evaluation is scheduled for mid March. Recommendations for pipe bedding and support provided in the geotechnical evaluation will be incorporated into the plans and specifications prior to preparation of the final bid documents. Time of bid advertisement is dependent upon receipt of the geotechnical report. Bid advertising may be delayed until mid April however the project would still be constructed in late summer during the optimum construction season.

Month's Activities: December 2012

Design in progress and plans and specifications are approximately 40% complete. The anticipated schedule is to bid the project in March 2013 with construction in the late summer.

Month's Activities: October 2012

Site survey has been completed. Preliminary design has been started.

The EZ-1 form, cultural resources certification, has been submitted to the Department of Archeological and Historic Preservation. SEPA is not required for this project since installation of utilities equal to or less than 8-inch diameter is exempt from SEPA.

New Contract Changes / Agreements:

None.

Contract Change / Agreement History:

No contract changes have been prepared to date.

Risks to Cost, Schedule and Performance

New Risks Identified

Preliminary results of the geotechnical report indicate that surface and groundwater will need to be addressed. A drainage system does not exist on Nesadi and water collected in the sewer trench will need to be directed safely over the hillside.

Identified Risks

A geotechnical evaluation of the proposed alignment will be conducted to ensure that construction on the Sahalee hillside will not impact the stability of the hill.

Schedule Status – February 28, 2013

Task / Milestone	Planned Start	Planned Finish	Actual Finish	Notes/Contract Completion Impact
Site Survey	9/15/12	9/30/12	10/2/12	Survey complete
Cultural Review	9/15/12	11/30/12		EZ-1 form submitted
50% Plans and Specifications	10/15/12	12/31/12	1/8/2013	
50% QA/QC	1/3/12	1/3/12	1/15/2013	In house requirement
95% Plans and Specifications	1/4/12	3/31/12		
95% QA/QC	3/15/2013	3/15/2013		In house requirement
Complete Plans and	4/15/2013	4/15/2013		

Specifications				
Advertise for Construction Bids	4/17/2013	5/1/2013		
Bid Opening	5/1/2013	5/1/2013		
Contract Award	6/10/2013	6/10/2013		
Notice to Proceed	7/8/2013	7/8/2013		
Construction	7/18/2013	9/1/2013		
Project Closeout	9/1/2013	9/15/2013		

Deliverables Status – April 30, 2013

Deliverable	Specified by:	Original Delivery Date:	Latest Delivery Estimate	City Approval / Acceptance	Status
Monthly reports	City example	Monthly	5 th of following month	Acceptance	Reports delivered

Cost Status – April, 2013

Engineering (billing through April 30, 2013)

Task	Contract Estimate	Spent	Remains	Current Estimate to Complete	Difference
Design	\$56,000	\$22,793.77	\$33,206.23	\$33,206.23	\$0.00
Construction	\$280,000	\$0	\$280,000	\$280,000	\$0
Total	\$336,000	\$22,793.77	\$313,206.23	\$313,206.23	\$0.00

Percent Project Completion: 6.8% ($\$22,793.77 / \$336,000 \times 100$)

**Monthly Status and Progress Report
for
Month Ending February 28, 2013**

**In-City 500,000 Gallon Reservoir
\$1,130,000 DWSRF Loan Funding
\$250,200 - Engineering**

City of Ilwaco

**Drinking Water State Revolving Fund Loan
Contract Dated: March 2012**

Gray & Osborne, Inc.

May 1, 2013

**Principal in Charge: Nancy Lockett, P.E.
(206) 284-0868**

Purpose of this contract:

The City will construct a new 500,000-gallon water reservoir to replace the existing in-City 260,000 wood reservoir. The new reservoir will operate in parallel with the existing 500,000-gallon reservoir.

Funding:

The City received a Drinking Water State Revolving Fund Loan to finance the design, construction administration, environmental documentation and construction for this project.

Responsibility:

Gray & Osborne will design the 500,000 gallon reservoir and site improvements, and provide bid assistance, construction administration and construction inspection on the City's behalf.

Monthly Status and Progress for the month ending April 30, 2013:

Month's Activities: March and April 2012

The City received the second round of comments on the pre-design report from the Department of Health for the Indian Creek Reservoir and the 500,000 Gallon Reservoir on March 27, 2013. A response to the Department of Health comments was submitted on April 5, 2013. The Department of Health approved the plans and specifications for bid on April 30, 2013.

A Development Permit Application, Building Permit and Land Use Planning Application were submitted to Pacific County on March 25, 2013. County permit approval is pending. The cost of the County permits is \$9,074.59.

A temporary construction easement was prepared for a the Vestal property to the east of the reservoir site. This easement would be in effect only during construction.

A design for a new water main in Whealdon Street is included as a separate schedule in the bid documents. Permanent easement for connection of the existing water main located at approximately Cougar Trot Lane and an extension of Elizabeth Street was prepared. At this time the easements have not been approved by the property owners.

The wood reservoir will not be salvaged. The contractor will demolish and wastehaul the reservoir.

The planned bid advertisement date is May 8, 2013 and bid opening will by May 29, 2013.

Month's Activities: January and February 2012

Additional topographic survey was conducted to allow design of the potential replacement of the water line from the reservoir site that parallels Whealdon Street close to residential structures. Replacement of this pipe will be added to the bid documents as an Optional with Owner item.

Reservoir design continued in January and February. Plans and specifications for the reservoir were submitted to DOH February 28, 2013. Telemetry improvements, including a radio antennae and transmitter will be installed at the Indian Creek Reservoir and the WTP to complete the radio connection with the telemetry system serving the rest of the City. G&O has contacted Shannon Calvert to ensure that the new radio systems will be compatible with the existing system.

G&O investigated options for removal of the redwood tank. International Tank and Pipe, Portland Oregon, advised that if the City salvaged the wood it would need to be carefully stacked for several years before it could be used for other purposes. All of the wood pieces are unsuitable for most anything except as material for repairs to other existing wood reservoirs. This is because they are curved or angled wood pieces.

The demolition process would take up to a month's labor between a 3 man crew, which would push the schedule of the entire project back. This would involve carefully taking apart the reservoir, stacking the wood properly on some sort of "staging", transporting the wood to a dry environment (building interior), and allowing a few years for the wood to properly dry. Afterwards, the dry rot could be trimmed off but would leave pieces that would have to be delivered to a wood working company to "mold" into other shapes. The estimated cost to dismantle the tank and stack the wood is \$20,000. International Tank and Pipe also proposed stripping the reservoir down to the concrete foundation and hauling the wood away for no cost.

A final option would be to demolish the tank and wastehaul the pieces. This would take far less time and would not cause large delays to the project.

Month's Activities: November and December 2012

In-house 60% design QA/QC conducted December 12, 2012. Issues to be addressed include new water line in Wheldon Street to replace existing water main to the south of Wheldon Road, method of demolition of the existing tank to ensure maximum recovery of salvageable wood, telemetry requirements, and connection to existing system.

Review comments on the Reservoir Improvements – Pre-Design Report which was submitted to the Department of Health (DOH) on October 24, 2012 were received on December 7, 2012. DOH requested information regarding the sizing of the reservoir. The installation of a new 500,000 gallon reservoir is consistent with the approved 2011 Water System Plan.

It has been determined that a new 16-inch water main in Wheldon Road would be adequate to replace the existing 10-inch water main located in an easement to the south of Wheldon Road and the existing 10-inch asbestos concrete water main in Wheldon Road. The 10-inch asbestos concrete water main was installed in the early 1960s when the wood stave reservoir was constructed and is nearing the end of its useful life. Installation of a new 16-inch water main will allow the City to abandon the water main in the easement as well as the asbestos concrete main in Wheldon. The existing water main in the easement turns to the south at approximately the Elizabeth Street alignment and the water main in Wheldon Road continues west towards the old High School. Connections to the existing system from the 16-inch water main will be made to maintain service to the City. The connections for the residences along Wheldon Road are currently off the water main located in the easement to the south of Wheldon Road. New connections would be provided to the 16-inch water main. The new water main will be included in the plans and bid package as an alternate bid item. The City can elect to include the new water main at the time of bid.

The preliminary construction cost estimate for the tank and appurtenances is \$650,000.

We are anticipating sending complete plans and specifications to DOH for review by the end of January 2013.

DOH has not commented on the cultural resources report submitted in October 2012.

Month's Activities: October 31, 2012

The reservoir design is continuing. The City has requested that design of a new water main in Wheldon Street from the reservoir site to allow the City to abandon the existing water main that is located in an easement on private property. The property owners have built structures including a porch, rockery and garage over the existing water main. A new water main will be included in the plan set and bid as an alternate with owner bid item. If there are sufficient funds available the City can opt to construct the new water main.

The Department of Health has not commented on the pre-design report or environmental documentation as of October 31.

Month's Activities: July, August, September 2012

Geotechnical investigation was completed in July. The soils at the site are adequate to support the new reservoir using conventional shallow foundations.

A cultural resources site evaluation was conducted on July 31, 2012. No evidence of artifacts were found and based on the archeologist's evaluation the construction of the reservoir should not encounter cultural resources.

Environmental documentation for the project in compliance with the SERP process was completed in September. The City planner issued a Determination of Non-significance (DNS) for the project on September 10, 2012. The environmental and cultural resources documentation was submitted to the Department of Health in September.

A draft Design Report was submitted to the City for review in September. The City agreed with the recommendation to install a steel with fused glass coating reservoir at the In-City site. The Design Report will be submitted to the Department of Health for review the week of October 8, 2012.

Preliminary design of the 500,000 Gallon Reservoir continued throughout August and September. Preliminary plans will be submitted to the Department of Health along with the Design Report.

Month's Activities: June 2012

Pre-design report, base maps, site plan and preliminary design in progress. Scheduled geotechnical investigation and engineering team site visit for July.

Month's Activities: May 2012

Site Survey completed.

Pre-design report in progress. Issues included in the Pre-design report include regulatory and permit requirements, preliminary design, evaluation of alternative reservoir materials and accessories, and construction costs.

Month's Activities: April 2012

Project kick-off meeting held with the Gray & Osborne design staff. Request for survey completed. Plans of the existing reservoir were reviewed.

New Contract Changes / Agreements:

None.

Contract Change / Agreement History:

No contract changes have been prepared to date.

Risks to Cost, Schedule and Performance

New Risks Identified

If easements are not obtained for the extension of a new water main in Whealdon Street the new main will not be constructed.

Identified Risks

The Department of Health notified the City that an archeological assessment and report must be provided for the project. Gray & Osborne has contacted Archeological Consulting Services (provided archeological evaluation for the School Street Improvements and in support of the USDA Rural Development funding application for the Sahalee Water and Sewer Improvements) to submit and estimate prepare the archeological assessment and report.

Schedule Status – February 28, 2013

Task / Milestone	Planned Start	Planned Finish	Actual Finish	Notes/Contract Completion Impact
Survey	5/15/2012	5/20/2012	5/21/2012	Survey Completed.
Pre-design	5/1/2012	7/1/2012		
5% QA/QC	5/30/2012	5/30/2012	5/30/2012 and 9/15/2012	In-house requirement
Meet with City to Discuss Preferred Reservoir Type	6/1/2012	6/8/2012	9/11/2012	Discussed preferred alternative in bi-monthly conference call with City staff.
Submit Design Report to DOH	7/1/2012	10/8/2012	4/4/2013	Final response to DOH comments submitted.
Preliminary Design	7/1/2012	9/1/2012	10/8/12	
50% QA/QC	8/15/2012	8/15/2012	12/12/12	In house requirement
DOH Review Plans and Specifications			2/28/13	DOH comments received March 27, 2013
Final Design	12/7/12	3/31/2013	4/28/2013	Plans and Specifications ready for bid.
95% QA/QC	3/12/2013	3/12/2013	4/19/2013	In house requirement
Complete Plans and Specifications	3/31/13	3/31/13		
Advertise for Construction Bids	4/3/13	4/17/2013		
Bid Opening	4/17/2013	4/17/2013		
Contract Award	4/22/2013	4/22/2013		
Notice to Proceed	5/22/2013	5/22/2013		
Construction	6/1/2013	10/15/2013		
Project Closeout	10/15/2013	10/31/2013		

Deliverables Status – April 2013

Deliverable	Specified	Original	Latest	City	Status
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	by:	Delivery Date:	Delivery Estimate	Approval / Acceptance	
Monthly reports	City example	Monthly	5 th of following month	Acceptance	Reports delivered

Cost Status – April 27, 2013

Engineering (billing through April 27, 2013)

Task	Contract Estimate	Spent	Remains	Current Estimate to Complete	Difference
Design	\$250,200	\$115,014.95	\$135,185.05	\$135,185.05	\$0.00
DOH Review	\$2,600		\$2,600	\$2,600	\$0.00
County Permit	\$4,000		\$4,000	\$9,074.59	+5,074.59
Construction	\$873,200	\$0	\$873,200	\$809,506	(\$63,694.00)
Total	\$1,130,000	\$115,014.95	\$1,014,985.05	\$956,265.64	(\$58,619.41)

Project Completion to Date: 10.2% (\$115,014.95/\$1,130,000 x 100)

**Monthly Status and Progress Report
for
Month Ending April 30 2013**

**Indian Creek Reservoir No. 2
\$585,000 DWSRF Loan Funding
\$123,000 - Engineering**

City of Ilwaco

**Drinking Water State Revolving Fund Loan
Contract Dated: March 2012**

Gray & Osborne, Inc.

May 1, 2013

**Principal in Charge: Nancy Lockett, P.E.
(206) 284-0868**

Purpose of this contract:

The City will construct a new 159,000 gallon water reservoir adjacent to the existing Indian Creek reservoir. The new reservoir will operate in series with the existing 159,000 gallon reservoir.

Funding:

The City received a Drinking Water State Revolving Fund Loan to finance the design, construction administration, environmental documentation and construction for this project.

Responsibility:

Gray & Osborne will design the 159,000 gallon reservoir and site improvements, and provide bid assistance, construction administration and construction inspection on the City's behalf.

Monthly Status and Progress for the month ending April 30, 2013:

Month's Activities: March and April 2013

The City received the second round of comments on the pre-design report from the Department of Health for the Indian Creek Reservoir and the 500,000 Gallon Reservoir on March 27, 2013. A response to the Department of Health comments was submitted on April 5, 2013. The Department of Health approved the reservoir plans and specifications on April 30, 2013.

A Development Permit Application, Building Permit and Land Use Planning Application were submitted to Pacific County on March 25, 2013. County permit approval is pending. The cost of the County permits is \$5,554.53.

Pacific County PUD has confirmed the cost to provide electrical service at the Indian Creek Reservoir is \$6,000.

The planned bid advertisement date is May 8, 2013 and bid opening on May 29, 2013.

Month's Activities: January and February 2013

Reservoir design continued in January and February. Plans and specifications for the reservoir were submitted to DOH February 28, 2013. Telemetry improvements, including a radio antennae and transmitter will be installed at the Indian Creek Reservoir and the WTP to complete the radio connection with the telemetry system serving the rest of the City. G&O has contacted Shannon Calvert to ensure that the new radio systems will be compatible with the existing system.

Month's Activities: November and December 31, 2012

In-house 60% design QA/QC conducted December 12, 2012. Issues to be addressed included how to provide connection to existing reservoir overflow and tank drain, valving to allow one tank to be taken off line for maintenance and maintain adequate chlorine contact time (CT), and telemetry connections.

Review comments on the Reservoir Improvements – Pre-Design Report which was submitted to the Department of Health (DOH) on October 24, 2012 were received December 7, 2012. DOH requested a review of the CT calculations to verify that CT will be met at the first customer. One of the primary reasons for constructing a second reservoir at the Indian Creek site is to be able to provide adequate CT time within the reservoirs. The design assumes that the point of compliance for disinfection per WAC 246-290-451 for the Water Treatment Plant (WTP) will be established at the outlet of the Indian Creek Tank site.

The residence time and chlorine concentration needed to meet the CT requirements were calculated based on the residence time in both the pipeline from the WTP to the tank (2,815 feet) and the existing Indian Creek Tank, which will be operated in series with a new tank at the site. The new reservoir will provide equalizing storage. The level in the existing Indian Creek Tank will be maintained at a minimum level by setting the inlet standpipe level of the new tank to stop transfer out of the existing tank below this minimum level. Maintaining a minimum volume in the tank will also ensure that water is always available for backwashing at the WTP. The minimum volume in the tank will be set at 120,000 gallons to ensure that the tank is at least three quarters full when transferring flows into the system.

The preliminary construction cost estimate for the tank and appurtenances is \$368,000.

We are anticipating sending complete plans and specifications to DOH for review by the end of January 2013.

DOH has not commented on the cultural resources report submitted in October 2012.

Month's Activities: October 31, 2012

The Reservoir design is continuing. The Department of Health has not commented on the pre-design report or environmental documentation as of October 31.

Month's Activities: July, August, September 2012

Geotechnical investigation was completed in July. The soils at the site are adequate to support the new reservoir using conventional shallow foundations.

A cultural resources site evaluation was conducted on July 31, 2012. No evidence of artifacts were found and based on the archeologist's evaluation the construction of the reservoir should not encounter cultural resources.

Environmental documentation for the project in compliance with the SERP process was completed in September. The City planner issued a Determination of Non-significance (DNS) for the project on September 10, 2012. The environmental and cultural resources documentation was submitted to the Department of Health in September.

A draft Design Report was submitted to the City for review in September. The City agreed with the recommendation to install a concrete reservoir at the Indian Creek site. The Design Report will be submitted to the Department of Health for review the week of October 8, 2012.

Preliminary design of the Indian Creek Reservoir continued throughout August and September. Preliminary plans will be submitted to the Department of Health along with the Design Report.

Month's Activities: June 2012

Pre-design report, base maps, site plan and preliminary design in progress. Scheduled geotechnical investigation and engineering team site visit for July.

Month's Activities: May 2012

Site Survey completed.

Design report in progress. Issues included in the Design report include regulatory and permit requirements, preliminary design, evaluation of alternative reservoir materials and accessories, and construction costs.

Month's Activities: April 2012

Project kick-off meeting held with the Gray & Osborne design staff. Request for survey completed. Plans of the existing reservoir were reviewed.

New Contract Changes / Agreements:

None.

Contract Change / Agreement History:

No contract changes have been prepared to date.

Risks to Cost, Schedule and Performance

New Risks Identified

The engineer's estimate for the project is \$486,490 which includes Washington State Sales Tax. The construction funds available in the loan agreement is \$460,000. The engineer's estimate for the 500,000 Gallon Reservoir is approximately \$50,000 under the available loan funding. Gray & Osborne has contacted the Department of Health regarding the possibility of transferring surplus funds from the 500,000 Gallon Reservoir project to the Indian Creek Reservoir if necessary.

Identified Risks

The Department of Health notified the City that an archeological assessment and report must be provided for the project. Gray & Osborne has contacted Archeological Consulting Services (provided archeological evaluation for the School Street Improvements and in support of the USDA Rural Development funding application for the Sahalee Water and Sewer Improvements) to submit and estimate prepare the archeological assessment and report.

Schedule Status – February 28, 2013

Task / Milestone	Planned Start	Planned Finish	Actual Finish	Notes/Contract Completion Impact
Survey	5/15/2012	5/20/2012	5/21/2012	Survey completed.
Pre-design	5/1/2012	7/1/2012		In-progress
5% QA/QC	5/30/2012	5/30/2012	5/30/2012 and 9/15/2012	In-house requirement
Submit Design Report to DOH	7/1/2012	10/8/2012	4/4/2013	Final response to DOH comments submitted.
Preliminary Design	7/1/2012	9/1/2012	10/8/12	
50% QA/QC	8/15/2012	8/15/2012	12/12/12	In house requirement
DOH Review Plans and Specifications			2/28/13	DOH comments received March 27, 2013
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95% QA/QC	3/12/2013	3/12/2013	4/19/2013	In house requirement
Complete Plans and Specifications	3/31/13	3/31/13		
Advertise for Construction Bids	4/3/13	4/17/2013		
Bid Opening	4/17/2013	4/17/2013		
Contract Award	4/22/2013	4/22/2013		
Notice to Proceed	5/22/2013	5/22/2013		
Construction	6/1/2013	10/15/2013		
Project Closeout	10/15/2013	10/31/2013		

Deliverables Status – April 30, 2013

Deliverable	Specified by:	Original Delivery Date:	Latest Delivery Estimate	City Approval / Acceptance	Status
Monthly reports	City example	Monthly	5 th of following month	Acceptance	Reports delivered

Cost Status – April 27, 2013**Engineering (billing through April 27, 2013)**

Task	Contract Estimate	Spent	Remains	Current Estimate to Complete	Difference
Design	\$123,000	\$77,861.84	\$45,138.16	\$45,138.16	\$0.00
DOH Review Fees	\$2,000		\$2,000	\$2,000	\$0.00
County Permits	\$5,000		\$5,000	\$5,554.53	+\$554.53
Construction	\$455,000	\$0.00	\$455,000	\$486,491	+\$31,941
Total	\$585,000	\$77,861.84	\$507,138.16	\$539,184.14	+\$32,045.98

*Construction Cost estimate being revised.

Project Completed to Date: 13.3% ($\$77,861.84 / \$585,000 \times 100$)

CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING

A. Meeting Dates: Council Workshop: Public Hearing:
 Council Discussion Item: 4/22/13 Council Business Item: 5/13/13

B. Issue/Topic: **Update of Personnel Policy**

C. Sponsor(s):
 1. Jon Chambreau 2. Fred Marshall

D. Background (overview of why issue is before council):
 1. Over the past several months, the Personnel committee has reviewed the policy along with the recommended changes from the administration. The City of Raymond's and City of Tumwater's recently updated policies were considered. The changes were then reviewed and recommendations made by Municipal Research Services Center. Finally, the changes were reviewed and recommendations made by City Attorney Heather Reynolds.

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)
 1. The council has previously reviewed the document and their changes have been incorporated.

F. Impacts:
 1. Fiscal: There is an increase to the maximum number of vacation days allowed to accrue, which could potentially affect the pay out to an employee that leaves the City of Ilwaco.

 2. Legal: Review has been done by MRSC and Heather Reynolds.

 3. Personnel:

 4. Service/Delivery:

G. Planning Commission: ☐ Recommended ☒ N/A ☐ Public Hearing on

H. Staff Comments:
 1.

I. Time Constraints/Due Dates:

J. Proposed Motion: **I move to adopt the proposed resolution revising the City of Ilwaco Personnel Policies Manual.**

**CITY OF ILWACO
RESOLUTION NO. 2013-XX**

**A RESOLUTION OF THE CITY OF ILWACO, WASHINGTON, ADOPTING THE
REVISED PERSONNEL POLICIES MANUAL BY REFERENCE**

WHEREAS, the City of Ilwaco Personnel Policy Manual adopted May 22, 2006, and revised January 22 and November 26, 2007, is in need of updated language and procedures; and

WHEREAS, the proposed revisions were reviewed by attorneys at Municipal Research and Services Center, the city's attorney and the Personnel Committee; and

WHEREAS, the City Council has reviewed the proposed revisions and feel that the changes are in the best interest of the city.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO,
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

Section 1. The revised Personnel Policies Manual is hereby adopted as submitted.

Section 2. Effective Date. This resolution, being an exercise of power specifically delegated to the city legislative body, is not subject to referendum and shall take effect five (5) days after passage by the City Council.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN
AUTHENTICATION OF ITS PASSAGE THIS ____ DAY OF _____, 2013.**

Mike Cassinelli, Mayor

ATTEST:

PJ Kezele, Deputy City Clerk

VOTE	Jensen	Mulinix	Marshall	Chambreau	Forner	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

EFFECTIVE:

RECEIPT OF PERSONNEL POLICIES

All employees should read the following; then sign, date and return this form to the Treasurer within three days of when they receive the personnel policies. The form will be placed in the employee's personnel file.

Enclosed are the City of Ilwaco personnel policies. It is your responsibility to read these policies, as they will acquaint you with your employee benefits, our personnel practices and rules, and some organizational philosophy.

It is important to understand that these policies do not create an employment contract or a guarantee of employment for any specific duration between the City of Ilwaco and its employees. Although we hope that your employment relationship with us will be long-term, we recognize that things do not always work out as hoped, and either of us may decide to terminate the employment relationship.

As the City continues to grow and change, we may need to change some of these personnel policies. The City, therefore, reserves the right to revise, supplement, clarify or rescind any policy or portion of a policy when deemed appropriate.

Please also understand that no supervisor or representative of the City has the authority to make any written or oral statements or representations, which are inconsistent with these policies.

If you have any questions about these policies, or any other policies of the City, please feel free to ask your supervisor, the Treasurer, or the Mayor.

I, _____, hereby acknowledge receipt of a copy of the City of Ilwaco Personnel Policy Manual and acknowledge my responsibility to review and be familiar with its contents.

I have read and understand the above statements. I understand that my employment with the City of Ilwaco is "at-will." This means that just as I am free to resign at any time, the City of Ilwaco is free to terminate my employment at any time, with or without cause or advance notice, and without compensation except for time actually worked. I understand that none of the statements contained in the Personnel Policy Manual and no statements made or written elsewhere can be construed as a contract, implied contract, promise of permanent employment, or employment for any particular duration, of discharge only for cause, or as a guarantee of any particular disciplinary or discharge

procedures, unless the promise is in a written employment agreement signed by the Mayor and approved by the City Council.

This manual is only a summary of the City of Ilwaco's policies and procedures. Not all department policies are reflected in this document. I must comply with applicable department policies and procedures as those relate to my job duties. In the event of discrepancies between the City's policy and department policy, City policy will govern. The City of Ilwaco expressly reserves the right to change any of its policies or procedures, including those covered in these policies, at any time in its sole discretion.

If the City of Ilwaco mistakenly overpays me, I hereby consent to the deduction of the overage from my later paychecks. I also hereby consent to deduction from my final paycheck: (1) any amounts advanced to me that remain unearned when my employment with the City of Ilwaco ends, or (2) any amount necessary to reimburse the City of Ilwaco for my own actions, such as failure to return the City of Ilwaco equipment or unauthorized telephone charges.

Employee Signature

Employee Printed Name

Date

CHAPTER 1. GENERAL	5
1.1 Purpose/Scope	5
1.2 Equal Employment Opportunity	5
1.3 Anti-Discrimination	6
1.4 Sexual Harassment	6
1.5 Harassment/Discrimination Complaint Procedure	6
1.6 Definitions	7
1.7 Employee Personnel Records	7
1.8 References	8
1.9 Changing the Policies	8
CHAPTER 2. HOURS AND ATTENDANCE	8
2.1 Working Hours	8
2.2 Hours of Work and Overtime	9
2.3 Compensatory Time	10
2.4 Attendance	10
2.5 Breaks and Meal Periods	10
2.6 Call Back	11
2.7 Reporting Work Hours	11
2.8 Payroll Records	11
2.9 Reporting of Improper Deductions	11
CHAPTER 3. RECRUITING AND HIRING	12
3.1 Recruiting and Hiring	12
3.2 Temporary Employees	12
3.3 Trial Period	13
3.4 Employment of Relatives (Nepotism)	13
3.5 Promotions and Transfers	14
CHAPTER 4. COMPENSATION	14
4.1 Salary Classification and Grades	14
4.2 Employee Pay Rates	15
4.3 Paydays	15
4.4 Deductions	15
4.5 Travel Away for the City of Ilwaco	16
4.6 Travel Expense Reimbursement	16
4.7 Professional, Civic & Service Organization Memberships	16
4.8 Compensation Upon Termination	16
CHAPTER 5. PERFORMANCE EVALUATIONS AND TRAINING	17
5.1 Performance Evaluations	17
5.2 Training Policy	17
CHAPTER 6. BENEFITS	18
6.1 Retirement Benefits	18
6.2 Worker's Compensation Benefits	18
6.3 Insurance Benefits	19
6.4 Tax Deferral Programs	19

6.5	Unemployment Compensation	20
CHAPTER 7. LEAVES OF ABSENCE AND TIME OFF		20
7.1	Leaves	20
7.2	Vacation	20/21
7.3	Sick Leave	22/22
7.4	Use of Accrued Leave for Family Care	23
7.5	Leave Without Pay	23
7.6	Jury and Witness Leave	24
7.7	Administrative Leave	24
7.8	Military Leave	24
7.9	Military Family Leave	24
7.10	Domestic Violence Leave	24
7.11	Bereavement Leave	25
7.12	Shared Leave	25
7.13	Holidays	25/26
7.14	Religious Holidays	26
CHAPTER 8. EMPLOYEE RESPONSIBILITIES AND CONDUCT		26
8.1	General Policy	26/27
8.2	Outside Employment and Conflicts of Interest	27
8.3	Anti-Disruption Policy	28
8.4	Confidentiality of Business Information	28
8.5	No Smoking Policy	28
8.6	Personal Property and Expectations of Privacy	28
8.7	Use of City Phones, Vehicles and Equipment	29
8.8	Electronic Communications	29
8.9	Bulletin Boards	29
8.10	Contact with News Media	29
8.11	No Solicitation Policy	30
8.12	Dress Code	30
8.13	Seat Belt Policy	30
8.14	Driver's License Requirements	30
8.15	Safety	31
8.16	Substance Abuse/Drug Free Workplace	31
8.17	Reporting Improper Governmental Action (Whistleblower)	32
CHAPTER 9. CORRECTIVE ACTION AND TERMINATION		32
9.1	Conduct Subject to Corrective Action	32/33
9.2	Possible Corrective Action	34
9.3	Termination	34
9.4	Layoff	35
9.5	Resignation	35
9.6	Death	35

CHAPTER 1

GENERAL

1.1 PURPOSE/SCOPE.

(a) This manual is a general informational guide to the City's current employment policies and shall not be construed as a contract. **These policies are guidelines only, not promises of specific treatment in specific situations. They are not intended to be nor should they be construed as a contract, express or implied, or as a guarantee of employment for any specific duration. All employees of the City of Ilwaco are considered at-will employees and may be terminated from City of Ilwaco's employment at any time, with or without cause and with or without notice, unless such rights are expressly granted in a collective bargaining agreement or civil service rules. These policies shall not be construed to create contractual rights or any type of promise or guarantee of specific treatment upon which any employee may rely.** The City reserves the right to amend, delete, supplement, or rescind any of the provisions of this manual, as the City deems necessary and appropriate, without advance notice. The City also reserves the right to deviate from these policies in an emergency situation, in order to achieve its primary mission of providing orderly and cost-efficient services to its citizens.

(b) These personnel policies shall apply to all City employees. They shall not apply to elected officials and independent contractors. In the event of conflict between any provision of this manual and any provision of a valid and effective collective bargaining contract, or in cases where the application of these policies would conflict with applicable civil service rules and regulations, the provisions of the labor contract and/or the civil service rules shall govern. In all other cases, these policies shall govern.

(c) Unless specific rights are granted to them in employment contracts, civil service rules, or elsewhere, **all employees of the City are considered *at-will employees* and may be terminated from City employment at any time, with or without cause and with or without notice.**

1.2 EQUAL EMPLOYMENT OPPORTUNITY.

(a) The City is an equal employment opportunity employer. The City employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's sex, race, color, religion, national origin, pregnancy, age, marital status, medical condition, physical handicap, disability, or sexual preference.

(b) The City will not discriminate against applicants or employees with a sensory, physical or mental impairment, unless the impairment cannot be reasonably accommodated and prevents proper performance of an essential element of the job. Essential job functions may be identified in the job description. Employees whose disabilities require workplace accommodation are asked to seek the assistance of the City in order to initiate mutual discussion of the employee's and City's needs.

(c) Employees with life threatening illness, such as cancer, heart disease, or AIDS/HIV conditions, or communicable diseases such as tuberculosis or influenza, are treated the same as all other employees. He/She is permitted to continue working so long as he/she is able to maintain an acceptable level of performance and medical evidence shows he/she is not a threat to themselves or his/her co-workers or the public. The City will work to preserve the safety of all its employees and reserves the right to reassign employees or take other job actions when a substantial and unusual safety risk to fellow City employees or the public exists.

1.3 ANTI-DISCRIMINATION

It is the City of Ilwaco's intent to provide a work environment free from discrimination and other unlawful harassment. All of the City's employees are responsible for ensuring that the workplace is free from harassment and discrimination. Employees are expected to show respect for each other and towards those with whom the City does business at all times, despite individual differences. Prompt disciplinary action will be taken against an employee who commits or participates in any form of harassment or discrimination.

- A. Unlawful harassment generally includes offensive comments or actions, such as slurs, offensive jokes, graffiti, vandalism, and/or abusive or demeaning treatment relating to race, ethnic background, gender, sexual preference, religion, age, disability, or any other lawfully protected status.
- B. In some cases, conduct which constitutes unlawful harassment may lead to personal liability for the harasser.

See Harassment/Discrimination Complaint Procedure, Section 1.5, for guidance on what to do if you experience harassment. The City does not retaliate against an employee who complains of harassment or discrimination.

1.4 SEXUAL HARASSMENT.

(a) The City will not tolerate any form of sexual harassment.

(b) Sexual harassment is defined as unwanted, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct whose rejection or acceptance is used as the basis for making employment decisions affecting the recipient, or which has the effect of creating an offensive, intimidating, degrading or hostile work environment, or which adversely interferes or affects an employee's work performance.

(c) Any employee who believes he or she is being sexually harassed by supervisors or co-workers should follow the Harassment/Discrimination Complaint Procedure, Section 1.5. The City will not retaliate against an employee who complains of sexual harassment.

1.5 HARASSMENT/DISCRIMINATION COMPLAINT PROCEDURE

Employees who believe they are being subject to discrimination or unlawful harassment should identify the offensive behavior to the harasser and request that it stop. In the event such informal direct communication is either ineffective or impossible, the employee should discuss

his/her concerns immediately with his/her department head. If the harassment involves the employee's department head, the employee should notify the City Clerk, Mayor and/or City Attorney.

Employees are strongly urged to report all instances of perceived harassment or discrimination as soon as possible to a supervisor or the Mayor. It is the City of Ilwaco's goal to provide its employees with a professional and productive working environment. However, the City cannot address employees' concerns if they are not brought to its attention.

No employee will suffer retaliation for reporting a concern or participating in the investigation of a complaint made under this policy. To the extent possible, complaints will be handled confidentially.

1.6 DEFINITIONS.

(a) **Supervisor:** An employee who has responsibility for directing one or more employees.

(b) **Immediate Family:** An employee's immediate family includes the employee's spouse, a person who is of record as a domestic partner, child, step-child, grandchild, parent, grandparent, brother or sister, mother- or father-in-law, son- or daughter-in-law, or other relative who lives in the employee's home.

(c) **Regular Full-Time Employee:** An employee who has completed his/her trial period and who regularly works a minimum of forty (40) hours a week on a continuing basis, and is eligible for city benefits.

(d) **Regular Part-Time Employee:** An employee who works less than 40 but at least 25 hours a week on a continuing basis is eligible for pro-rated City benefits. Pro-rated benefits for employees who regularly work less than 25 hours a week may be approved by the Mayor on a case-by-case basis.

(e) **Temporary Employee:** Temporary employees are defined as those employees who hold jobs of limited duration arising out of special projects, abnormal work loads or emergencies. Temporary employees are not eligible for City benefits.

(f) **Trial Employee:** An employee who has not yet completed his/her trial period and who has not been certified to regular employment status.

(g) **Exempt Employees:** Exempt employees are defined as those employees who hold an administrative, professional or executive position, which is defined as exempt from overtime pay requirements under the wage/hour law of the Fair Labor Standards Act and Washington wage and hour law.

1.7 EMPLOYEE PERSONNEL RECORDS.

(a) A personnel file for each employee is kept by the Treasurer, and access is limited to the employee's immediate supervisor, the department head, the Treasurer, and the Mayor. An employee's personnel file contains the employee's name, title and/or position held, job

description, department to which the employee is assigned, salary, I-9 form, W-4 form, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information. Medical information about employees is contained in a separate, confidential file.

(b) An employee has the right to review his/her file in the presence of authorized personnel. An employee may request removal of irrelevant or erroneous information in his/her personnel file. If the City denies the employee's request to remove the information, the employee may file a written rebuttal statement to be retained in his/her file.

(c) Personnel files are kept confidential to the maximum extent permitted by law and business necessity. They are the property of the City.

1.8 REFERENCES.

(a) In the absence of a signed release by the employee, the City limits information provided to prospective employers to confirmation of whether or not the individual was an employee of the City.

(b) Current or former employees who wish the City to provide additional information should submit a signed release form. Release forms are available from the Treasurer.

(c) Only the Mayor, or current supervisor, may provide employment references on current or former regular City employees. The supervisor may give references on temporary employees and volunteers. Other employees who receive a request for a reference from or pertaining to a former employee should refer the request to the Treasurer.

1.9 CHANGING THE POLICIES.

As the need arises, the Mayor and Council may modify these policies, except that only the City Council, by ordinance, shall enact any changes in compensation or benefit levels. In an emergency, the Mayor may deviate from these policies in individual situations in order to achieve the primary mission of serving the citizens of the City.

CHAPTER 2

HOURS AND ATTENDANCE

2.1 WORKING HOURS.

(a) The City's normal work week is Monday through Friday from 7:30 a.m. to 4:00 p.m./8:00 a.m. to 5:00 p.m. with a half-hour/one-hour unpaid lunch period. Due to the nature of the City's operations, longer hours may be necessary in some instances.

(b) A normal working schedule for regular, full-time employees consists of forty (40) hours each work week. Different work schedules may be established by the City to meet the job assignments and provide necessary City services. Each employee's supervisor will advise the employee regarding his/her specific working hours.

(c) Part-time and temporary employees will work hours as specified by his/her supervisor.

2.2 HOURS OF WORK AND OVERTIME.

(a) All City positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FLSA") regulations. An employee will be informed of his/her status by the City.

(b) For most City employees, the established work period is forty (40) hours within a seven (7) day workweek. The designated workweek for most City employees begins Sunday at 12:01 a.m. and ends the following Saturday at midnight. Some departments or positions may use a different designated workweek. An employee should check with his/her supervisor or the Treasurer if he/she has questions about the hours of his/her designated workweek.

For emergency personnel [including civil service commissioned fire and police personnel actively engaged in emergency services] the City uses the 7K exemption under the Fair Labor Standard's Act, meaning the designated work period for commissioned fire personnel is 212 hours worked in a 28-day work period. The 28-day work period begins on January 1 of each year and runs for a consecutive 28 days.

(c) Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work more than the maximum number of hours (40 hours for non-emergency personnel) during a work period.

(d) All overtime must be authorized in advance by the employee's supervisor. The accrual of unauthorized overtime hours may result in employee discipline, up too and including termination.

(e) Overtime pay is calculated at one and one-half times the employee's regular rate of pay for all time worked beyond the established maximum for a work period (40 hours for non-emergency personnel).

(f) When computing overtime, sick leave and vacation time are not counted as hours worked. For the purpose of computing overtime, non-worked holidays are counted as 8 hours worked as long as the preceding regular work day and the following regular work day are worked. Worked holidays are counted regardless of the preceding and following work days, as 8 hours worked if the number of hours worked is 8 hours or less, or the number of hours worked, whichever is greater.

(g) A non-exempt regular full-time or part-time employee will be paid two times his/her regular rate of pay for any time worked on a holiday, regardless of whether the holiday time worked is within the established work period or is overtime. Such time must be pre-authorized by the Mayor. Worked holiday pay is in lieu of non-worked holiday pay – not in addition to it.

(h) Exempt employees are not covered by the FLSA overtime provisions and do not receive either overtime pay or compensatory time in lieu of overtime pay. An exempt employee is paid to perform a job, which may not necessarily be completed in a normal workweek. In recognition of the extra time demands of certain exempt positions, informal paid leave may be taken, as mutually agreed upon by the employee and the Mayor.

2.3 COMPENSATORY TIME.

(a) Non-exempt employees entitled to overtime pay may elect to receive compensatory time off instead of cash. This is approved on a case-by-case basis by the employee's supervisor. The City is not required to grant compensatory time instead of overtime pay. If the compensatory time option is exercised, the employee is credited with one and one-half times the hours worked as overtime. Maximum accruals of compensatory time shall be limited to 40 hours for regular employees. After maximum accrual, overtime compensation shall be paid.

(b) An employee should schedule the use of compensatory time within a reasonable time period, after accumulation, by making a written request to his/her supervisor. Compensatory time should be used for short-term absences from work during times mutually agreed to by the employee and his/her supervisor. Accumulation of compensatory time to be used as a substitute for extended vacation time off is not normally permitted.

(c) If the employee is unable to use accrued compensatory time within eighteen (18) months, the employee will be paid his/her original overtime wage.

2.4 Attendance.

(a) Punctual and consistent attendance is a condition of employment. Each supervisor is responsible for confirming the accuracy of attendance records. It is mandatory that hourly employees utilize time clocks. Handwritten time will be subject to additional review. Employees failing to accurately record time worked may be subject to discipline.

(b) An employee unable to work or unable to report to work on time should notify his/her supervisor as soon as possible, ordinarily before the work day begins or within 30 minutes of the employee's usual starting time. If the supervisor is unavailable, the employee may leave a message with the City Clerk stating the reason for being late or unable to report for work. An employee should not ask other employees to handle this responsibility for them. If an absence continues beyond one day, the employee is responsible for reporting in each day, unless the employee's immediate supervisor approves other arrangements.

(c) Employees are expected to be at work during inclement weather and natural or man-made disasters, unless otherwise notified. Supervisors may allow employees to be late or leave early during severe weather conditions; however, non-attendance will be counted as absence from work and will be charged to accrued vacation time, compensatory time, floating holiday, or leave without pay.

(d) An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination. An employee who is absent without authorization or notification for three consecutive days is considered to have abandoned his/her job and his/her employment will be terminated.

2.5 BREAKS AND MEAL PERIODS.

Employees will receive all meal and rest periods in accordance with the applicable laws and regulations. Employees may take one (1) fifteen-minute break for every four hours worked. All breaks must be arranged to minimize disruption with City business and service to the public.

The employee's supervisor shall schedule meal periods. The scheduling of meal periods may vary depending on department workload. Meal periods are normally a half hour or one-hour in length and are unpaid. An employee is not permitted to work through his/her meal period in order to leave work early.

2.6 CALL BACK.

All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. A refusal to respond to a call back is grounds for immediate disciplinary action, including possible termination. An employee called back to duty will be paid his/her appropriate rate of pay for the hours worked (the overtime rate, if applicable) and will be compensated for a two-hour minimum call back. Hours worked when called back do not begin until the employee arrives at the work site. If at all possible, a non-exempt employee should log time-in and time-out at the time he/she reports at the site of the call back. The two-hour minimum compensation applies to call backs only.

2.7 REPORTING WORK HOURS.

An employee is responsible for recording his/her work hours. This includes recording the time taken off and each request that time off be charged to the employee's leave bank (vacation, sick leave, etc).

An employee's signature on his/her time sheet constitutes his/her verification that the time reported as worked or paid leave taken away from work was in accordance with the policies of the City of Ilwaco and all time has been recorded accurately. An employee is required to report all of his/her time worked. An employee must obtain approval for all overtime hours worked. Failure to obtain approval of overtime hours may result in employee discipline, up to and including termination.

2.8 PAYROLL RECORDS.

The Treasurer keeps the official payroll records. Each employee shall turn in to his/her Supervisor, on a pay period basis, a signed work record, noting hours worked, leave taken and overtime worked. All employee time must be reviewed and approved by the supervisor. The Mayor shall sign work records for supervisors. Requests for use of compensatory ("comp") time must be approved prior to the absence. All hours worked by the employee, whether authorized or not, must be recorded and submitted.

2.9 REPORTING OF IMPROPER DEDUCTIONS.

It is the City's policy to comply with the salary basis requirements of the Federal Labor Standards Act ("FLSA"). Therefore, all City supervisors are prohibited from making any improper deductions from the salaries of exempt employees. The City wants employees to be aware of this policy and know that the City does not allow deductions that violate the FLSA.

If the employee believes that an improper deduction has been made to his/her salary, he/she should immediately report this information to your direct supervisor, or the Mayor or the City Clerk or the Treasurer.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

CHAPTER 3

RECRUITING AND HIRING

3.1 RECRUITING AND HIRING.

(a) Recruiting is conducted on the basis of ability, merit, qualifications and competence, without regard to race, color, religion, national origin, sex, marital status, pregnancy, physical handicap, disability, age, or sexual preference.

(b) Any employee who supplies false or misleading information during the hiring process may be subject to immediate termination, without regard to the length of time the employee has been employed by the City.

(c) Residency within the City is not a condition of initial appointment or continued employment; provided, however, that an employee's selection of residence shall not interfere with the daily performance of his/her duties and responsibilities.

(d) The City may administer pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the City.

(e) The City may require the applicant to provide proof of certifications, driving record, endorsements or other information pertinent to the position.

(f) The City may require the successful passage of a medical examination and/or drug and alcohol testing. The offer of employment may be conditioned on the results of the examination. A candidate may be disqualified from consideration if: (1) unable to perform the duties of the position (and the individual's condition cannot be reasonably accommodated in the workplace); (2) the candidate refuses to submit to medical examination or complete medical history forms; or (3) if the exam reveals use of alcohol and/or controlled substances.

3.2 TEMPORARY EMPLOYEES.

(a) The City may use temporary employees during emergencies or other peak workload periods to temporarily replace regular employees absent due to disability, illness, and vacation or other leave, or to temporarily fill a vacancy until a regular employee is hired.

(b) Temporary employees may be hired without competitive recruitment or examination.

(c) Temporary employees may not work more than 70 hours a month for more than five months in a twelve-month period.

(d) Temporary employees are eligible for overtime pay as required by law. Temporary employees are not eligible and do not receive retirement, vacation, sick leave, health insurance, holiday or any other benefits during his/her employment except as required by law.

3.3 TRIAL PERIOD.

(a) All newly hired employees or former employees who have been rehired or employees promoted to a new classification (excluding temporary employees and part-time employees who normally work less than 25 hours per week) enter a six-month trial period, which is considered an integral part of the selection and evaluation process. During the trial period an employee is required to demonstrate suitability for the position through actual work performance.

(b) The Mayor may authorize the supervisor to extend the trial period for up to an additional six (6) months. An extension may be granted due to circumstances such as an extended illness or a continued need to evaluate an employee's performance.

(c) A trial employee accrues vacation and sick leave from the beginning of his/her employment, but may not use earned vacation until he/she has successfully completed his/her trial period. Once the trial period has been satisfactorily completed, the employee will be eligible to use paid vacation leave as specified in Section 7.2.

(d) Satisfactory completion of the trial period does not create an employment contract or guarantee employment with the City for any specified duration, nor does completion of the trial period guarantee the employee "permanent" employment. All employees of the City, with the exception of those employees covered by civil service or a collective bargaining agreement, are employed "at will" as set forth in these policies.

3.4 EMPLOYMENT OF RELATIVES (NEPOTISM).

(a) Individuals who are related by blood, marriage, or reside in the same household as current City of Ilwaco employees or officials, are eligible for employment at the City of Ilwaco, provided that no direct reporting or supervisor to subordinate relationship or potential conflict of interest exists. Relatives and members of the same household may not be employed by the City under any of the following circumstances:

- (1) Where one of the parties would have authority or practical power to supervise, appoint, remove, or discipline the other;
- (2) Where one party would be responsible for auditing the work of the other;
- (3) Where one party could influence the wages, hours, benefits, career progress, performance evaluations and/or other terms and conditions of employment affecting the other related employee.
- (4) Where other circumstances exist that would place the parties in a situation of actual or reasonably foreseeable conflict between the City's interest and his/her own; or
- (5) Where one of the parties is a policy level official of the City.

(b) "Relatives" are immediate family as defined per section 1.6 of the policy.

(c) Change in Circumstances: If two employees marry, become related or begin co-habiting with one another, and in the City's judgment, the potential problems noted previously exist or reasonably could exist, only one of the employees will be permitted to stay with the City, unless reasonable accommodations, as determined by the Mayor or his designee, can be made to eliminate the potential problem. The decision as to which relative will remain with the City must be made by the two employees within thirty (30) calendar days of the date they marry, become related, or begin co-habiting with each other. If no decision has been made during this time, the City may terminate either employee.

(d) Recruitment and retention of volunteers is subject to the same restriction as the employment of relatives.

3.5 Promotions and Transfers.

(a) The City encourages current City employees to apply for vacant City positions for which they are qualified. Promotions and transfers are based on the supervisor's recommendation, work force requirements, performance evaluations, job descriptions and related City requirements.

(b) Regular employees are eligible for promotion, transfer or voluntary demotion. Normally, to be considered for another position, an employee must have satisfactorily completed his/her trial period and possess the qualifications for the vacant position.

(c) The City encourages promotion from within the organization. Openings are normally posted so that employees may become aware of opportunities and apply for positions in which they are interested and qualified. The City reserves the right to seek qualified applicants outside of the organization and/or to fill vacancies without posting openings.

(d) After promotion to a new position, a new trial period of six (6) months must be completed, unless waived or reduced by the supervisor. During this new trial period, the employee may not use any accrued vacation leave. In the case of unsatisfactory performance in a promotional situation, the employee may be considered for transfer back to the previous position held by the employee.

CHAPTER 4

COMPENSATION

4.1 Salary Classification and Grades.

Each job title within the City is classified into one of the City's job qualifications, level of responsibility, difficulty, working conditions, skill, hazard, and amount of supervision required for the specific job title. Each classification is designated a particular salary or salary range shown on the City's salary and wage schedule, as approved by the City Council.

4.2 Employee Pay Rates.

(a) An employee shall be paid within the limits of the wage range to which his/her position is assigned.

(b) An employee may receive compensation in the form of additional pay as reimbursement for using his/her personal cell phone or internet access for city business. Such compensation/reimbursement must be approved by the mayor.

(c) Usually, new employees will start employment at the minimum wage rate for the classification or a higher rate when the employee's experience, training or proven capability warrant, or when required by prevailing market conditions.

(d) Pay increases of one step may be given at 1 year (in steps 1-3), 2 years (in steps 4-6) or 3 years (in steps 7-9) from the employee's salary anniversary date, contingent on satisfactory performance as reported on his/her annual evaluation report. If an employee's performance is consistently unsatisfactory, the Mayor may defer a scheduled pay increase for a stipulated period of time until the employee's job performance is satisfactory. If an employee's performance is consistently above that of all other City employee's, the Mayor, by written citation and approval by the City Council, may make a scheduled pay increase of two steps.

(e) The Mayor may propose and the City Council may grant an across the board pay adjustment (cost-of-living increase) from time to time, raising the salaries of all positions by a specified amount within a defined group of classifications. Such adjustments, if any, will not change an employee's pay anniversary date.

(f) Any employee promoted to a position in a higher classification and salary range shall be placed in the pay step such that the new salary is equal to or greater than the salary in the current grade two steps higher than the step held.

4.3 Paydays.

City employees are paid twice a month. The mayor, council and fire chief are paid monthly.

If a regularly scheduled payday falls on Saturday, pay checks will be distributed on Friday; if it falls on Sunday or a holiday, pay checks will be distributed on the next regularly scheduled working day.

4.4 Deductions.

Some regular deductions from the employee's earnings are required by law; other deductions are specifically authorized by the employee. The City will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee, applicable union contract, or statute.

City employees who incur personal expenses that are billed to the City, such as through municipal/governmental employee cell phone programs, are required to sign a written agreement

authorizing deductions from employee pay for any amounts the employee fails to pay on a timely basis, including any payments due prior to, or coming due after, issuance of the employee's final paycheck.

4.5 Travel Away for the City.

All travel away from the City must be approved in advance by the Mayor or supervisor. Employees shall make use of City vehicles, if a vehicle is available. Whenever possible, two or more employees should share rides. If private automobiles are used, employees will be reimbursed at the current IRS standard mileage allowance.

4.6 Travel Expense Reimbursement.

(a) While on City business, City employees will be reimbursed for food and lodging based on a per diem established by the Washington State Office of Financial Management for expenses incurred, excluding any alcoholic beverages or other expenses not pre-authorized. Lodging expenses will only be considered for reimbursement for travel over 50 miles away from the employee's worksite. Mileage will be paid per the Washington State Office of Financial Management standards based on a documented distance search.

(b) Requests for reimbursement of applicable per diem shall be submitted on an expense report form signed by the employee and the supervisor. Requests should be submitted within a reasonable time, normally not more than two months, from when they were incurred.

4.7 Professional, Civic and Service Organization Memberships.

Administrative staff is encouraged to be members of and participate in professional, civic, and service organizations. Membership fees, travel and meal costs attributable to an employee's participation in such organizations may be reimbursed, if pre-approved by the Mayor.

4.8 Compensation Upon Termination.

The employee will receive the following:

- (a) Regular wages for all unpaid hours worked.
- (b) Any overtime or holiday-pay due.
- (c) A lump sum for accrued but unused compensatory time.

An employee who has successfully completed his/her trial period and is terminating City employment for reasons other than employee misconduct may also receive:

- (d) A lump sum of any accrued but unused vacation time.
- (e) A lump sum payment for 36% of any accrued but unused sick leave upon retirement or death only.

Misconduct, as used in this context, is defined as any act of dishonesty with regards to or willful disregard of the City's interests and/or violation of a safety regulation or the City's anti-discrimination policy.

CHAPTER 5

PERFORMANCE EVALUATIONS AND TRAINING

5.1 Performance Evaluations.

(a) To achieve the city's goal to train, promote and retain the best-qualified employee for every job, the city conducts periodic performance evaluations for all positions.

(b) The Mayor is responsible for maintaining the City's performance evaluation program.

(c) An employee is normally evaluated by his/her supervisor prior to completion of the trial period and at least once every 12 months thereafter.

(d) An employee must cooperate with his/her supervisors in preparing any applicable work plan as part of the performance evaluation process.

(e) Each employee shall sign his/her evaluation as evidence that he/she has had an opportunity to review the evaluation. The employee shall have the right to provide a written response to the evaluation. The evaluation and any response shall be kept in the employee's personnel file at City Hall

(f) A satisfactory evaluation is required in order to convert an employee from trial to regular status, to receive a wage increase, or to be promoted. The evaluation will also be used as part of the supervisor's consideration of the employee for discipline, demotion, lay off, or termination.

5.2 Training Policy.

The City seeks, within the limits of available resources, to offer training to increase an employee's skills, knowledge and abilities directly related to City employment, to obtain or maintain required licenses and certifications, and to develop staff resources. Opportunities may include, but are not limited to: on-the-job training, in-house workshops, and seminars sponsored by other agencies or organizations.

For many departments employees may be cross-trained to perform a variety of tasks, in order to allow the City to provide uninterrupted services in the event of an employee's absence, whether such absence is long or short term. Cross training helps all employees to assist each other in times of high workload, as well. Each department head is responsible for identifying needed cross training functions, and demonstrating his/her department is capable of functioning, even while they are away from work.

CHAPTER 6

BENEFITS

6.1 Retirement Benefits.

(a) The City makes contributions on behalf of all eligible employees to the Social Security system in addition to those contributions made by the employee through FICA payroll deductions.

(b) All regular full-time and eligible part-time employees are covered under the Public Employees Retirement System (PERS). Benefit levels and contribution rates are set by the State of Washington.

(c) The City is a member of a deferred compensation plan, which allows employees to make deferred deposits up to certain dollar limits as defined by the IRS.

(d) An employee should notify his/her supervisor of his/her intent to retire at least three months prior to the date of retirement.

6.2 Workers Compensation Benefits.

(a) All employees are covered by the State Industrial Insurance program (Workers Compensation). This type of insurance covers employees in case of on-the-job injuries or job-related illnesses. For qualifying cases, State Industrial Insurance will pay the employee for workdays lost for any disability resulting from job-related injuries or illnesses. All job-related accidents should be reported immediately to the supervisor and a written report of the incident submitted to the City Clerk.

(b) When an employee is absent for one or more days or receives medical attention due to an on-the-job accident, he/she is required to file a claim for Workers Compensation. If the employee files a claim, the City will continue to pay (by use of the employee's unused sick leave) the employee's regular salary pending receipt of Workers Compensation benefits.

(c) When the employee receives Workers Compensation benefits, he/she is required to repay to the City the amount covered by Workers Compensation and previously advanced by the City. This policy is to ensure that an employee will receive prompt and regular payment during periods of injury or disability so long as accrued sick leave is available; while ensuring that no employee receives more than he/she would receive had the injury not occurred. Upon the repayment of funds advanced, the appropriate amount of sick leave shall be restored to the employee's account.

(d) Failure or refusal to re-pay the City for any duplication of benefits as required by this policy will be considered fraudulent and subject the employee to discipline, including termination and prosecution.

(e) The City may require an examination at its expense, performed by a physician of its choice, to determine when the employee can return to work and if he/she will be capable of

performing the duties and responsibilities of the position. This requirement applies to all employees who have been unable to perform their duties for an extended period of time, whether their injury was initially work-related or not.

6.3 Insurance Benefits.

(a) Regular full-time and certain part-time employees and dependents are eligible to participate in the City's various insurance programs on the first day of the month following employment. The programs and criteria for eligibility will be explained upon hire. The City contributes toward the cost of premiums in the amounts authorized by the City Council. The remainder of the premiums, if any, shall be paid by the employee through payroll deduction. The City reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, with prior notice to affected employees.

(b) Upon mutual agreement between the employee and the City, and in accordance with the terms and conditions of the insurance policy, the City will continue health insurance coverage at the employee's expense during an approved unpaid leave of absence. COBRA continuation rights may apply in the event coverage is not extended through the City.

(c) An employee receiving Workers Compensation benefits continues to accrue vacation leave and sick leave for up to six (6) months. The City also continues to pay for the employer's portion of health insurance premiums, provided that the employee continues to pay his/her share of premiums, if any. After six (6) months, the employee's benefits shall cease. The employee may continue health care benefits by self-paying insurance premiums for the remainder of the time he/she receives Workers Compensation benefits.

(d) Upon an employee's termination the employee may elect to continue City health insurance benefits to the extent provided under COBRA. Continuation rights are not available if an employee is terminated for "gross misconduct."

(e) An administrative handling fee over and above the cost of the insurance premium may be charged to the employee or his/her dependents that elect to exercise their COBRA continuation rights.

(f) For eligible employees who terminate, retire or are on an approved leave of absence, the City will pay the premium for the month the employee is leaving, provided the employee is on paid status for the first ten (10) days of the month.

6.4 Tax Deferral Programs.

(a) Retirement contributions by employees into the State Retirement System will be taken and paid to the state on a tax deferral basis.

(b) Employees are eligible to participate in optional deferred compensation plans.

(c) The City may offer various savings accounts with or without contributions made by the City on a tax deferred basis.

6.5 Unemployment Compensation.

City employees may qualify for Washington State Unemployment Compensation after termination from City employment depending on the reason for termination and if certain qualifications are met, as determined by the Washington State Unemployment office.

CHAPTER 7

LEAVES OF ABSENCE AND TIME OFF

7.1 Leaves.

The City has ten (10) different types of leave:

- a. Vacation leave.
- b. Sick leave.
- c. Leave without pay.
- d. Jury and Witness leave.
- e. Administrative leave.
- f. Military leave.
- g. Military Family leave
- h. Domestic Violence leave
- i. Bereavement leave.
- j. Shared leave program.

Employees are not eligible for leave under the Federal Family and Medical Leave Act (FMLA) until the City has at least 50 employees.

7.2 Vacation.

(a) Employees who may be eligible for vacation benefits must satisfactorily complete a trial period to be entitled to the use of vacation leave. An employee who transfers or is promoted to a new position requiring a new trial period may not use any accrued vacation leave until he/she has successfully completed his/her new trial period. Regular part-time employees may receive vacation on a pro-rata basis. Temporary employees are not eligible for any vacation benefits. Employees do not accrue vacation benefits during a leave without pay.

(b) Each regular full-time employee is entitled to vacation leave as follows:

<u>Years of Employment</u>	<u>Vacation Hours Earned</u>
1 st year	5 days
2 nd year	5 additional days
Thereafter	1 bonus day per year to a maximum of total 20 total days accrual

(c) Each department is responsible for scheduling its employees' vacations without disruption of operations. Requests shall be submitted at least two weeks prior to taking vacation leave. No vacation leave will be granted in excess of amount accrued.

(d) The maximum number of vacation hours/days that may be carried over from December 31 of one year to January 1 of the next year is 200 hours/ 25 working days (up to 19 years of employment) after which time, if not taken, shall be forfeited. After 20 years of service the maximum number of vacation hours/days that may be carried over is 240 hours/ 30 working days, after which time, if not taken, shall be forfeited.

(e) In cases where City operations have made it impractical for an employee to use vacation time, the supervisor with the approval of the Mayor may authorize additional carryover. An employee will be paid for unused vacation time upon termination of employment, provided he/she has successfully completed his/her trial period and has not been terminated for misconduct.

7.3 Sick Leave.

(a) All full-time regular employees accrue sick leave benefits at the rate of eight (8) hours for each calendar month of continuous employment. Regular part-time employees may accrue sick leave benefits on a pro-rata basis according to hours worked. The total accumulation of sick leave shall not exceed 1000 hours at the normal rate of pay. If the maximum amount of accrued sick leave has been reached, accrual of additional sick leave will cease until the accrued amount drops below the maximum. Sick leave must be taken in minimum increments of one (1) hour.

(b) If any holidays fall within the days of illness, it shall not be charged against the sick leave of the employee.

(c) An employee accrues and may use sick leave during his/her trial period. Temporary employees do not earn sick leave benefits. Employees do not accrue sick leave benefits during a leave without pay or during a paid leave that extends beyond thirty-one (31) calendar days.

(d) Sick leave covers those situations in which an employee is absent from work due to:

- (1) Physical injury or illness to the employee;

(2) The need to care for the employee's dependent children under the age of 18 who are ill. Dependent children include all children living with the employee and dependent on the employee for continuous care. Children over the age of 18, but unable to care for themselves due to a disability, are included in the definition of dependant children.

(3) The need to care for the employee's spouse who is seriously ill or injured to the point that they cannot care for themselves;

(4) Medical or dental appointments for the employee or dependent child, provided that the employee must make a reasonable effort to schedule such appointments at times that have the least interference with the work day;

(5) Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others;

(6) Use of a prescription drug that impairs job performance or safety;

(7) Actual periods of disability associated with pregnancy or childbirth. Employees may request additional time off beyond the actual period of disability; vacation leave, compensatory time, or leave without pay may be used;

(8) Parental leave. Employees may use up to ten working days of sick leave to assist at home for each new childbirth or adoption. Additional time may be allowed as provided under section 7.4, *Use of Accrued Leave for Family Care*.

(e) A doctor's certificate may be required when an employee is absent for a period in excess of three days. The City may also request the opinion of a second doctor at the City's expense to determine whether the employee suffers from a chronic physical or mental condition that impairs his/her ability to perform the job. An employee who is habitually absent due to illness or disability may be terminated if his/her disability cannot be reasonably accommodated and/or when the employee's absenteeism renders them unable to perform the essential functions of his/her job or the orderly and efficient provision of services to the citizens of the City.

(f) Sick leave is a conditional benefit based on the existence of a qualifying medical condition. Each employee is expected to manage his/her sick leave balances in order to adequately cover his/her leave needed for personal and family illness/injuries. There is no entitlement to sick leave outside of the allowable uses given above and in section 7.4. If available sick leave balances are exhausted, the employee has the option of requesting the remaining time off to be compensated as vacation time. An employee who uses all of his/her accumulated sick and vacation leave and requires more time off work due to illness or injury may, with his/her supervisor's prior approval, take leave without pay. (*See Leave Without Pay Policy – 7.5*).

(g) An employee is not eligible for leave under the Federal Family and Medical Leave Act (FMLA) until the City employs at least 50 employees.

(h) An employee may be sent home and be required to use sick leave if it is determined by a supervisor or the Mayor that the employee's performance is negatively affected by his/her health condition.

7.4 Use of Accrued Leave for Family Care

An employee may use any or all of his/her accrued sick, vacation or other paid time off to care for:

- (a) A child of the employee who has a health condition that requires treatment or supervision; or
- (b) A spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency condition. The City may require a doctor's certificate to verify the family member's condition and the need for treatment, supervision or care. Employees may not use sick or other paid leave in advance of accrual.

7.5 Leave Without Pay.

(a) The Mayor or supervisor may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness, parenting, caring for an ill relative, or fulfilling a military obligation in excess of twenty-one (21) days per year as discussed in Section 7.8 as required by law, if longer.

(b) Unless otherwise required by law, the following criteria apply to unpaid leaves:

(1) Normally only a regular full-time or part-time employee who has satisfactorily completed his/her trial period is eligible for leave without pay.

(2) Leave may be granted to an employee for a period of up to 90 days, upon the approval of the Mayor. Further extensions are at the discretion of the Mayor.

(3) Accrued compensatory time, if any, sick leave and vacation leave must be exhausted prior to taking any leave without pay.

(4) The City may require verification of the reason for the leave. If the leave is due to a medical condition, whether of the employee or of the employee's family member, the City may require a doctor's certificate verifying the need for leave or caring and the estimated length of time needed for the leave. For military leave, a copy of the employee's orders must be provided.

(5) An employee's benefits are suspended during the period of unpaid leave. Vacation, sick leave, and/or other benefits do not accrue while an employee is on leave without pay. In most situations, self-payment of benefits may apply. (*See Section 6.4 on Insurance Benefits.*)

(6) An employee who fails to report promptly at the end of the unpaid leave is presumed to have resigned. The City may, at its option, place the returning employee into the same position or another position for which the employee is qualified, unless applicable law requires otherwise.

(7) The City may require verification that the employee is entitled to return to work, such as copies of discharge papers or proof of attendance at jury duty. If the leave without pay is due to the employee's serious medical condition, the City may require a

doctor's certificate stating that the employee is capable of returning to work and performing the essential duties, and responsibilities of the employee's position.

7.6 Jury and Witness Leave.

(a) The City provides all employees leave for the full period of jury duty service. Regular full-time employees who have completed his/her training period receive paid jury duty leave of up to two weeks each time they are called for jury service. If jury duty extends beyond two weeks in any one instance, the additional leave will be unpaid

(b) An employee must provide his/her supervisor with a copy of the jury duty summons as soon as possible. If an employee is summoned during a critical work period, the City may ask the employee to request a waiver from duty.

(c) All employees summoned to testify in court are allowed time off for the period they serve as witnesses. In general, witness duty leave is unpaid unless the employee is testifying as a witness for the City or as part of his or her job duties.

7.7 Administrative Leave.

On a case-by-case basis, the City may place an employee on administrative leave with or without pay for an indefinite period of time, as determined by the Mayor to be in the best interests of the City during the pendency of an investigation or other administrative proceeding.

7.8 Military Leave.

The City provides all employees leave while performing military services in accordance with federal and state law. Employees who are members of the Washington National Guard, U.S. Military Reserve or other organized reserve or armed forces of the United States may be absent from his/her duties, with pay, for a period of up to twenty one (21) days per calendar year (from October 1 to September 30) for active duty or active duty training or as required by law, if longer. If military service extends beyond 21 working days, the additional leave will be unpaid. All employees who are not eligible for paid military leave are provided unpaid leave for a period of his/her military service. An employee is required to provide his/her supervisor with copies of military orders as soon as possible after they are received. Reinstatement upon return from military service will be determined in accordance with applicable federal and state law.

7.9 Military Family Leave.

Per RCW 49.77, spouses of service members are entitled to a total of fifteen days of unpaid leave, or as required by law, if longer, per deployment after the military spouse has been notified of an impending call or order to active duty and before deployment or when the military spouse is on leave from deployment.

7.10 Domestic Violence Leave.

The City will provide leave with or without pay as required by situations identified in RCW 49.76.

7.11 Bereavement Leave.

The City provides paid bereavement leave in the event of the death of an immediate family member, not to exceed three (3) days when the death is within the State of Washington or State of Oregon, or five (5) days when the death is out of state.

7.12 Shared Leave.

The Mayor may authorize an employee to donate his/her accrued vacation leave to another City employee who is suffering from or who has an immediate family member suffering from an extraordinary or severe illness, injury, or physical or mental condition, which has caused or is likely to cause the employee to take leave without pay or to terminate his/her employment. The following conditions apply:

(a) To be eligible to donate vacation leave, the employee who donates leave must have at least ten (10) days of the accrued leave they are donating. In no event shall a leave transfer result in the donor employee reducing his/her vacation leave balance to less than ten (10) days. Transfer of leave will be in increments of one day of leave (based on donee's normal work day). All donations of leave are strictly voluntary.

(b) The employee receiving donated leave shall have exhausted all his/her accumulated vacation and sick leave.

(c) While an employee is using shared leave, he or she will continue to receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using vacation or sick leave.

Donated vacation leave transfers at a one-to-one ratio regardless of the pay rate of either the donor or the donee. For example, one hour of donated vacation leave will equal one hour of paid leave for the recipient.

7.13 Holidays.

(a) The following are recognized as paid holidays by the City:

New Year's Day	January 1st
Martin Luther King's Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veteran's Day	November 11 th

Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25 th
Floating Holiday	Employee's Choice

(b) Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday.

(c) Floating holidays are to be scheduled by mutual agreement of the employee and his/her supervisor after written request. Any floating holiday not used by an employee by the end of the year will be forfeited.

(d) Full-time employees shall receive up to 8 hours pay for each of the holidays listed previously on which they perform no work, provided the employee is not on an authorized leave of absence without pay.

(e) Non-exempt regular full-time employees will be paid two times his/her regular rate of pay for any time worked on the holiday. Such time must be pre-authorized by the Mayor. For example, if an employee works on a holiday, he/she will be paid 8 hours for the holiday and his/her regular rate for any hours actually worked on that day.

(f) A temporary employee will be paid at his/her regular straight time for hours worked on a holiday.

(g) At the Mayor's discretion, staff at work the day before a holiday may be excused early and will be paid for the regularly scheduled shift. This will only apply to staff that are at work that day. This discretion may be exercised only twice per calendar year.

7.14 Religious Holidays.

If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with the Mayor's approval, take the day off using vacation, compensatory time, floating holiday, or leave without pay.

CHAPTER 8

EMPLOYEE RESPONSIBILITIES AND CONDUCT

8.1 General Policy.

(a) All City employees are expected to represent the City to the public in a professional manner, which is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to his/her work assignment, as determined by his/her position and supervisor. All employees are expected to follow Federal, State, and Local Laws.

(b) Since the proper working relationship between employees and the City depends on each employee's on-going job performance, professional conduct and behavior, the City has established certain minimum standards of personal conduct. Among the City's expectations are:

- (1) Basic tact and courtesy towards the public and fellow employees;
- (2) Adherence to City policies, procedures, safety rules and safe work practices;
- (3) Compliance with directions from supervisor;
- (4) Preserving and protecting the City's equipment, grounds, facilities and resources;
- (5) Appropriate and efficient use of the City's equipment, systems, supplies and time, including use of cell phones, e-mail and internet access;
- (6) Providing orderly and cost efficient services to its citizens; and
- (7) Honesty and reliability in the employee's statements and actions.

(c) The City is a small organization. To function as efficiently as possible, we may ask you to perform seemingly "menial" duties outside your regular assignments. It is no reflection on your worth to the City, but a necessary arrangement for most small organizations.

(d) To make the most efficient use of personnel, the City also reserves the right to change your work conditions and the duties originally assigned. If these arrangements become necessary, we expect your best cooperation.

8.2 Outside Employment and Conflicts of Interest.

(a) Employees shall not, directly or indirectly, engage in any outside employment or financial interest that may conflict, in the City's opinion, with the best interests of the City or interfere with the employee's ability to perform his/her assigned City job. Examples include, but are not limited to, outside employment that:

- (1) Prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;
- (2) Is conducted during the employee's work hours;
- (3) Utilizes City telephones, computers, supplies, or any other resources, facilities or equipment;
- (4) Is employment with a firm, that has contracts with or does business with the City; or
- (5) May reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

(b) An employee who chooses to have an additional job, contractual commitment or self-employment, may do so provided he/she obtains prior written approval from his/her immediate supervisor.

(c) An employee may not participate in outside activities that may adversely affect the responsibilities of the employee in his or her position at the City. Employees may not wear City uniforms or use City equipment, including vehicles, (or allow others to do so) in ways, that indicate or could be interpreted to indicate incorrectly that the City is sponsoring or endorsing particular activities or points of view.

8.3 Anti-Disruption Policy

Any conduct in the workplace or while on City time that is disruptive to the normal operations of the City business or invades the rights of others will not be tolerated. While on City time, employees are expected to stick to professional and work-related matters and to treat each other and the public with respect. This includes refraining while on City time from spreading rumors, gossiping or discussing non-business related information about others. Other disruptive conduct includes but is not limited to discrimination, harassment, threats, insults, intimidation, ridicule, profanity, vulgarity, stereotyping, physical or verbal abuse, ignoring the rights of others, and displaying insensitivity to the beliefs and customs of others.

8.4 Confidentiality of Business Information

Employees of the City of Ilwaco may receive and have access to personal information regarding its taxpayers, ratepayers and other employees and officials. Employees are obligated to keep this information confidential. All requests for confidential City records or information must be referred to the department head, City Clerk, Mayor or City Attorney. Employees are prohibited from copying or distributing confidential information. This obligation exists during employment and it continues indefinitely after employment with the City ends. Employees who violate this provision shall be subject to discipline, up to and including termination.

8.5 No Smoking Policy.

For health and safety considerations, the City prohibits smoking by employees in all City facilities, including City-owned buildings, vehicles, and offices or other facilities rented or leased by the City, including individual employee offices (Per RCW 70.160).

8.5 Personal Property and Expectation of Privacy.

The City of Ilwaco does not assume responsibility for any theft or damage to the personal belongings of its employees. Desks, equipment, lockers, vehicles and other business property belong to the City. The City reserves the right to search these and the employee's personal belongings brought onto City premises, when necessary.

Improper use of personal property brought onto City property or during working hours, including use of personal cell phones for excessive calls, text-messaging or videotaping, may also result in disciplinary action.

8.7 Use of City Phones, Vehicles and Equipment.

(a) Use of City phones for local personal phone calls should be kept to a minimum; long distance personal use is prohibited. Employees shall use other City equipment and supplies, including vehicles, for City business only. An employee's misuse of City services, property, telephones (including cellular phones), computers, e-mail, vehicles, equipment or supplies can result in disciplinary action, including termination.

(b) The City provides cellular telephones and service for certain maintenance workers for use on bonafide City business. Employees are responsible for any non-business related charges incurred by the employee. By accepting the provided cell-phones, the employee agrees to allow the City to deduct any non-business related charges incurred by the employee from his/her paycheck.

(c) The employee to whom a City vehicle is entrusted is responsible for its proper operation and upkeep. Supervisors or an individual designated by the Mayor shall authorize automotive service. The employee to whom the vehicle is entrusted is responsible for seeing that servicing is authorized and obtained. All City vehicles shall remain on City property while not in service, unless specifically authorized.

8.8 Electronic Communications

The City furnishes computers with access to electronic and the Internet, at the City's expense, for use **only** in conducting City business. Personal use of such equipment and access, including electronic mail, Internet access and network resources is prohibited. All electronic messages, Internet and network activity must be appropriate to the City's professional environment and consistent with the City's policies prohibiting discrimination and harassment. Use of electronics for other than city business may result in disciplinary action or immediate termination.

All documents, files, communications and messages stored or created on City computers are the property of the City and may be subject to public disclosure.

8.9 Bulletin Boards.

Information of special interest to all employees is posted regularly on the City bulletin boards. Employees may not post any information on these bulletin boards without the authorization of the City Clerk or Mayor.

8.10 Contacts with News Media.

The Mayor, City Clerk, or designated supervisor shall be responsible for all official contacts with the news media during working hours, including answering questions from the media. The Mayor, City Clerk or supervisor may designate specific employees to give out procedural, factual or historical information on particular subjects. It is the policy of the City to maintain good relations with the media.

8.11 No Solicitation Policy

Solicitation by an employee of another employee is prohibited during the working time of either person. Employees are also prohibited from soliciting members of the public during working time. Working time is defined as time when an employee's duties require that he/she be engaged in work tasks. Distribution of printed materials or literature of any nature shall be limited to non-work areas at non-work times. No literature shall be posted anywhere on the premises without the authorization of the City Clerk.

Solicitation and/or distribution of material on City property by persons not employed by the City of Ilwaco are prohibited at all times. Salespersons and other who wish to do business with the City should be referred to the City Clerk. [Exceptions to this rule may be made in special circumstances where the City determines that an exception would serve the best interests of the City and our employees.]

8.12 Dress Code

A City employee is expected to dress in appropriate attire for his/her position and department. This may include required uniforms or safety attire. Each employee should, to the extent reasonable for his/her job duties, be neat and clean in dress and personal appearance, and convey a professional appearance while engaged on City business. While in the performance of his/her duties, an employee who meets with or may be observed by the public or otherwise represent the City to the public may not wear or display any non-business-related buttons, badges, stickers or other writings. The Mayor or departmental supervisor may issue rules regarding what is considered appropriate attire for particular positions or departments.

8.13 Seat Belt Policy.

Per Washington law, anyone operating or riding in City vehicles must wear seat belts at all times.

8.13 Driver's License Requirements.

(a) Employees driving city vehicles must have a valid driver's license. A copy of the valid driver's license shall be maintained in the employees personnel file.

(b) Employees whose jobs require them to operate commercial motor vehicles must hold a valid commercial driver's license (CDL) and must continue to meet all the requirements for maintaining his/her license.

(c) If an employee's license is revoked, suspended or lost, or is in any other way not current, valid and in the employee's possession, the employee shall promptly notify his/her supervisor and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to his/her supervisor.

(d) An employee is required to inform his/her supervisor of any changes to his/her legal or physical ability to drive or operate equipment. An employee is not permitted to operate a City vehicle or personal vehicle for City business when physical or mental impairment causes the employee to drive in an unsafe manner.

(e) Depending on the duration of license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, including termination.

8.15 Safety.

(a) Every employee is responsible for maintaining a safe work environment and following the City's safety rules. This, for example, includes wearing the appropriate safety gear, following appropriate procedures with equipment and chemicals, and carrying a cell phone, if applicable. Each employee shall promptly report all unsafe or potentially hazardous conditions to his/her supervisor. The City will make every effort to remedy problems as quickly as possible.

(b) In case of an accident involving a personal injury or damage to property, regardless of how serious, employees shall immediately notify his/her supervisor or the Mayor.

(c) Employee safety depends on the safety consciousness of everyone. In order to facilitate a safe work environment, employees may not bring dangerous weapons to the workplace. This includes, but is not limited to, weapons for which employees have a valid permit. The only exception to this rule involves law enforcement positions for which the job requires possession of dangerous weapons. Violations of this policy may result in termination, or other forms of corrective action as appropriate.

(d) The City of Ilwaco will only provide foul weather gear (rain jacket, rain pants, and boots) for employees required to work outdoors. Reasonably priced gear will be replaced at a maximum of once a year. Gear is the property of the City and must be kept in neat, clean and stored at a City facility.

8.16 Substance Abuse/Drug Free Workplace

The City of Ilwaco is a drug-free workplace. The manufacturing, distribution, dispensation, possession, use of or being under the influence of unlawful drugs or alcohol on City premises (including City vehicles) or during work hours by City employees is strictly prohibited. This prohibition extends to the abuse of prescription drugs or prescription drugs that have not been prescribed for the employee by a physician.

(a) Employees must notify the City within five (5) days of any conviction for a drug violation.

(b) The City may discipline or terminate an employee possessing, consuming, controlling, selling, using or being under the influence of alcohol, drugs, or other controlled substances during work hours. The City may also discipline or terminate an employee who exhibits an on-going alcohol, drug, or other controlled substance dependence which, in the City's opinion, impairs the employee's work performance, poses a threat to the public confidence, or is a safety risk to the City or others. The City is committed to supporting employees who undergo treatment and rehabilitation or other chemical dependency, assuming the employee utilizes the Employee Assistance Program, discussed in the following, before the performance problems occur. Continued poor performance or failure to successfully complete an assigned rehabilitation program is grounds for termination.

(c) As part of our Employee Assistance Program (EAP), the City encourages employees who are concerned about alcohol or drug use to seek counseling, treatment and rehabilitation.

Although the decision to seek diagnosis and accept treatment is completely voluntary, the City is fully committed to helping employees who voluntarily come forward overcome substance abuse problems. In most cases, the expense of treatment may be fully or partially covered by the City's benefit program. Please see the EAP counselor for more information. In recognition of the sensitive nature of these matters, all discussion will be kept confidential. Employees who seek advice or treatment will not be subject to retaliation or discrimination.

(d) Employees involved in accidents that require medical attention or result in a non-trivial amount of property damage may be subject to a drug and/or alcohol screen.

(e) Employees may also be subject to drug and alcohol screen upon reasonable suspicion and/or as part of the City's random drug testing program.

(f) Employees who test positive may be removed from service and are subject to discipline, up to and including termination. Refusal to submit to a drug and/or alcohol screen is grounds for immediate termination.

8.17 Reporting Improper Governmental Action (Whistleblower).

It is the policy of the City of Ilwaco (1) to encourage reporting by its employees of improper governmental action taken by the City of Ilwaco officers or employees and (2) to protect the City of Ilwaco employees who have reported improper governmental actions in accordance with Resolution 92-12 of the City of Ilwaco and RCW 42.41.030. Procedures for reporting improper governmental actions and protection against retaliatory actions are outlined in Resolution 92-12.

CHAPTER 9

CORRECTIVE ACTION AND TERMINATION

9.1 Conduct Subject to Corrective Action

(a) All employees are expected to exercise good judgment, loyalty, common sense, dedication, and courtesy in the performance of his/her duties. The primary mission of every employee is to provide courteous, orderly, efficient, and economic delivery of services to the citizens of the City.

(b) Acts, errors, or omissions, that discredit the public service or impair the provision of orderly services to the citizens of the City or otherwise harm the City's interests, may result in discipline, including termination.

(c) The Mayor or supervisor, as appropriate, has full discretion and authority to impose corrective action in accordance with City policy and the circumstances of the particular case.

(d) The following are examples of the types of actions, which are detrimental to the City's interests and which may result in discipline to the employee:

- (1) Misrepresentation or withholding or pertinent facts in securing employment.
- (2) Dishonesty or theft, including deliberate destruction, damage, or removal of the City's or other's property from the premises, or any job site.
- (3) Insubordination, inability, inefficiency, negligence, including refusal or failure to perform the duties of assigned work. Failing to assist others in a work situation. Concealing defective work. Unsatisfactory job performance.
- (4) Violation of a lawful duty, as prescribed by City, State, and Federal requirements.
- (5) Drinking alcohol or the abuse of non-prescription or prescription drugs or other controlled substances on the job, or arriving on the job under the influence or while in possession of alcohol, drugs, or other controlled substances.
- (6) Habitual absence or tardiness. Absenteeism unrelated to an approved leave, or insufficient reasons for absenteeism. Absence from work without first notifying and securing permission from the supervisor.
- (7) Unauthorized recording or alteration of another employee's time record. Both employees may be subject to disciplinary action.
- (8) Intentional falsification of records/paperwork required in the transaction of City business.
- (9) Unauthorized use or possession of City facilities and/or property. Unauthorized operation or using machines, tools, or equipment to which the employee has not been specifically assigned.
- (10) Unauthorized use of City position for personal gain or advantage. Acceptance of fees, gratuities or other valuable items in the performance of the employee's official duties for the City.
- (11) Failure to observe safety practices, rules, regulations, and instructions. Negligence that results in injury to others. Failure to wear required safety clothing and equipment.
- (12) Disorderly conduct, including fighting on the premises. Rudeness, discrimination, intimidation, coercion, use of obscene language or gestures or lack of courtesy to the customers, the public or fellow employees. Immoral conduct while on duty.
- (13) Possession of explosives or weapons on the premises or at any job site.
- (14) Conviction of a felony or a gross misdemeanor.
- (15) Failure to report an occurrence causing damage to the City, taxpayer's, or employee property. Failure to properly secure City facilities or property.

(16) Failure to promptly report to your immediate supervisor an on-the-job injury or accident involving an employee, equipment, property, or visitor.

(17) Violation of duties or rules imposed by this manual, or by any other City rule, regulation or administrative order, including violation of the City's computer and telephone use policy and those policies, which prohibit discrimination and harassment.

This list is not all-inclusive, but only serves as a general guide. The City may discipline or terminate employees for other reasons not stated.

9.2 Possible Corrective Action

In the event that discipline is necessary, the following types of corrective actions may be used, depending on the particular situation:

- (1) Oral Warning.
- (2) Written reprimand.
- (3) Suspension.
- (4) Demotion.
- (5) Termination.

The choice of corrective action in any particular case is solely at the City's discretion.

9.3 Termination

(a) An employee may be terminated from City employment:

- (1) During or at the end of the employee's trial period.
- (2) As a result of disciplinary action.
- (3) Due to loss of skills, certifications or other conditions that would make the employee unfit for service.
- (4) When a determination has been made that the lack of work exists with respect to the employee's position.

This is not an all-inclusive list. The City may terminate employees for other reasons not stated above. At-will employees may be terminated at any time, with or without cause and with or without notice.

9.4 Layoff.

(a) The Mayor may lay off employees for lack of work, budgetary restrictions, or other reasons as deemed necessary.

(b) A temporary employee who has not completed his/her trial period will usually be laid off before regular employees are affected.

(c) In determining who is to be laid off, consideration will be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal, as determined by the City.

9.5 Resignation.

An employee should provide two (2) weeks notice of resignation.

9.6 Death.

Upon the death of an employee, all compensation due shall be paid to the surviving spouse or the estate of the employee.

CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING

- A. Meeting Dates: Council Workshop: Public Hearing: 5/13/2013
Council Discussion Item: 5/13/2013 Council Business Item:

Issue/Topic: Six-Year Transportation Improvement Program

- B. Sponsor(s):

1. David Jensen
2. Gary Forner

- C. Background (overview of why issue is before council):

Annually, the city is required to update the six-year transportation improvement program and submit it to the state. The Streets Committee has recently met with the mayor and public works supervisor to update the plan.

- D. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)

While the city has very little money to complete the projects listed on the plan, the projects typically must be listed on the plan when seeking funds from other agencies, such as the Transportation Improvement Board.

- ### E. Impacts:

1. Fiscal:
2. Legal:
3. Personnel:
4. Service/Delivery: There are numerous deteriorating streets in the city.

- F. Time Constraints/Due Dates: The plan must be submitted to the regional office by July 1, 2013.

- G. Proposed Motion: I move to adopt the proposed resolution revising and extending the six-year transportation improvement program.**

**CITY OF ILWACO
RESOLUTION NO. 2013-XX**

**A RESOLUTION OF THE CITY OF ILWACO, WASHINGTON, REVISING
AND EXTENDING THE SIX YEAR TRANSPORTATION IMPROVEMENT
PROGRAM**

WHEREAS, pursuant to the requirements of RCW 35.77.010, laws of the State of Washington, the City of Ilwaco has prepared a revised and extended Six Year Transportation Improvement program for the ensuing six calendar years of 2014 to 2019, and

WHEREAS, pursuant further to said law, the City Council did hold a public hearing on said plan at 6:00 pm or soon thereafter on the 13th day of May 2013,

NOW THEREFORE, be it resolved by the City Council that the revised and extended Six Year Transportation Improvement Program for the ensuing calendar years 2014 to 2019 be the same and is hereby adopted, and

Be it further resolved, that a copy of this resolution be filed with the Department of Transportation District Aid Engineer of the State of Washington.

Effective Date. This Resolution, being an exercise of power specifically delegated to the city legislative body, is not subject to referendum and shall take effect five (5) days after passage by the City Council.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED
IN AUTHENTICATION OF ITS PASSAGE THIS ___ DAY OF _____, 2013.**

Mike Cassinelli, Mayor

ATTEST:

Elaine McMillan, City Treasurer

VOTE	Jensen	Mulinix	Marshall	Chambreau	Forner	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

EFFECTIVE:

Six Year Transportation Improvement Program From 2014 to 2019

Agency: Ilwaco
County: Pacific
MPO/RTPO: SWW RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
06	1	School Road School Road First Av/School Rd to Brumbach/Spruce Reconstruct road from First Av to Brumbach and resurface from School Rd to Spruce	WA-02789	05/13/13				03		0.440		No

Funding										Total Funds	
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds				Total Funds
S	PE	2014		0	TIB	58,000	0				58,000
S	CN	2014		0	TIB	643,000	37,000				680,000
Totals				0		701,000	37,000				738,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	58,000	0	0	0	0
CN	680,000	0	0	0	0
Totals	738,000	0	0	0	0



Six Year Transportation Improvement Program From 2014 to 2019

Agency: Ilwaco
County: Pacific
MPO/RTPO: SWW RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
06	2	Adelia and Spruce Street Cutoff Adelia St. and Spruce St. SR 101 Cutoff to Lake Street Pave from SR 101 cutoff to Lake Street including parking area	WA-02776	05/13/13				03		0.110		No

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2014		0	TIB	76,000	0	76,000
P	CN	2015		0	TIB	400,000	20,000	420,000
Totals				0		476,000	20,000	496,000

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
PE	76,000	0	0	0	0
CN	0	400,000	0	0	0
Totals	76,000	400,000	0	0	0

Agency: Ilwaco
County: Pacific
MPO/RTPO: SSW RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
07	3	Elizabeth Elizabeth Spruce to Howerton Pave Elizabeth; Spruce to Howerton and add sidewalks on east side	WA-02774	05/13/13				03		0.140		Yes

Funding	Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
	S	PE	2014		0	TIB	77,458	4,077	81,535
	S	CN	2014		0	TIB	521,013	27,422	548,435
				Totals	0		598,471	31,499	629,970

Expenditure Schedule	Phase	1st	2nd	3rd	4th	5th & 6th
	PE	81,535	0	0	0	0
	CN	548,435	0	0	0	0
	Totals	629,970	0	0	0	0

Six Year Transportation Improvement Program From 2014 to 2019

Agency: Ilwaco

County: Pacific

MPO/RTPO: SWW RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	4	Capt. Robert Gray Drive - Vandalia Captain Robert Gray Drive Stringtown Rd to Orellius E Pave Capt. Robert Gray Dr. from Stringtown Rd to Orellius E	WA-02777	05/13/13				07		0.340		No

Funding										Total Funds	
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds				Total Funds
P	CN	2015		0	TIB	118,679	6,246				124,925
Totals				0		118,679	6,246				124,925

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	124,925	0	0	0	0
Totals	124,925	0	0	0	0

Six Year Transportation Improvement Program From 2014 to 2019

Agency: Ilwaco
County: Pacific
MPO/RTPO: SWW RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
07	5	First Street Sewer Line Replacement First Street School Rd to Spruce Replace sewer line and repair road	G. Structure ID WA-02779	05/13/13				03		0.270		No

Funding										Total Funds	
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds				Total Funds
S	PE	2014		0	OTHER	61,400	0				61,400
S	CN	2014		0	OTHER	732,600	0				732,600
Totals				0		794,000	0				794,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	61,400	0	0	0	0
CN	732,600	0	0	0	0
Totals	794,000	0	0	0	0

Six Year Transportation Improvement Program From 2014 to 2019

Agency: Ilwaco
County: Pacific
MPO/RTPO: SWW RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
06	6	Hilltop School Route - Advent Street Advent and Hemlock Spruce to Quaker Pave Advent Ave.: Spruce thru Fir (w/sidewalks Spruce to Willow). Advent. Hemlock: Advent to Brumbach.	WA-02759	05/13/13				07		0.340		No

Funding										Total Funds	
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds				Total Funds
P	PE	2015		0	TIB	80,000	0				80,000
P	CN	2016		0	TIB	401,000	25,000				426,000
Totals				0		481,000	25,000				506,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	80,000	0	0	0	0
CN	0	426,000	0	0	0
Totals	80,000	426,000	0	0	0



Six Year Transportation Improvement Program From 2014 to 2019

Agency: Ilwaco

County: Pacific

MPO/RTPO: SWW RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	7	Scarboro Lane Improvements Scarboro Ln/Scarboro Dr Scarboro Ln South to Scarboro Ln South Scarboro Ln N from Scarboro Dr to Ortelius Dr Resurface existing pavement and add storm drain	WA-02772	05/13/13				07		0.320		No

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE			2015		0	TIB	40,000	0	40,000
	CN			2016		0	TIB	197,000	12,000	209,000
					Totals	0		237,000	12,000	249,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	40,000	0	0	0	0
CN	0	209,000	0	0	0
Totals	40,000	209,000	0	0	0

Six Year Transportation Improvement Program From 2014 to 2019

Functional Class	08	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
		Lake Street Improvements Lake Street Adelia to Williams Pave shoulder and new sidewalks	WA-02762	05/13/13				03		0.400		No

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE			2015		0	TIB	94,000	0	94,000
	CN			2016		0	TIB	476,000	30,000	506,000
Totals						0		570,000	30,000	600,000

Expenditure Schedule		Phase	1st	2nd	3rd	4th	5th & 6th
PE			94,000	0	0	0	0
	CN		0	506,000	0	0	0
Totals			94,000	506,000	0	0	0

Six Year Transportation Improvement Program From 2014 to 2019

Agency: Ilwaco
County: Pacific
MPO/RTPO: SWW RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
08	9	Pearl Av and Myrtle Av/Fire Hall Pearl Av and Myrtle Av Spruce to Howerton/Main Pave Pearl Av: Spruce to Howerton Pave Myrtle Av: Myrtle NE end to Main	WA-02773	05/13/13				07		0.280		No

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2016		0	TIB	61,000	0	61,000
P	CN	2017		0	TIB	309,000	19,000	328,000
			Totals	0		370,000	19,000	389,000

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
PE	61,000	0		0	0
CN	0	328,000	0	0	0
Totals	61,000	328,000	0	0	0

Six Year Transportation Improvement Program From 2014 to 2019

Agency: Ilwaco
County: Pacific
MPO/RTPO: SSW RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	10	Ortelius Drive Ortelius Drive Stringtown Rd. to Capt. Robert Gray Drive Resurface and add storm drains from Stringtown Rd. to Capt. Robert Gray Dr.	WA-02784 05/13/13					03		0.450		No

Funding										Total Funds		
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds					
P	PE	2016		0	TIB	54,000				0	54,000	
P	CN	2017		0	TIB	273,000				17,000	290,000	
Totals				0		327,000				17,000	344,000	

Expenditure Schedule											
Phase	1st	2nd	3rd	4th	5th & 6th						
PE	54,000	0	0	0	0						
CN	0	290,000	0	0	0						
Totals	54,000	290,000	0	0	0						

Six Year Transportation Improvement Program From 2014 to 2019

Agency: Ilwaco
County: Pacific
MPO/RTPO: SWW RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	11	Whealdon Street Whealdon/Quaker Advent/Whealdon to dead end/Cedar Pave gravel road	WA-02788	05/13/13				01		0.150		No

Funding							Total Funds		
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds	
P	PE	2017		0	TIB	64,000	0	64,000	
P	CN	2018		0	TIB	244,000	13,000	257,000	
Totals				0		308,000	13,000	321,000	

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	64,000	0	0	0	0
CN	0	257,000	0	0	0
Totals	64,000	257,000	0	0	0



Six Year Transportation Improvement Program From 2014 to 2019

Agency: Ilwaco
County: Pacific
MPO/RTPO: SWW RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	12	Reservoir Road Reservoir Road Wecoma to Dead End Pave gravel road from Wecoma to dead end	WA-02803	05/13/13				06		0.080		No

Funding		Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2017			0	TIB	11,000	0	11,000
P	CN	2018			0	TIB	54,000	4,000	58,000
		Totals			0		65,000	4,000	69,000

Expenditure Schedule		Phase	1st	2nd	3rd	4th	5th & 6th
PE		11,000	0			0	0
CN		0	58,000			0	0
Totals		11,000	58,000			0	0

Six Year Transportation Improvement Program From 2014 to 2019

Agency: Ilwaco
County: Pacific
MPO/RTPO: SWW RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	13	Vandalia Cul-de-Sacs Chattam/Rochelle/Della/Glemorag/Ortelus Capt. Robert Gray Dr to South to dead end Pave from Capt. Robert Gray Dr to end of each Vandalia cul-de-sac	WA-02805	05/13/13				03		0.150		No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2018		0	TIB	20,000	0	20,000
P	CN	2019		0	TIB	99,000	7,000	106,000
Totals				0		119,000	7,000	126,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	20,000	0	0	0	0
CN	0	106,000	0	0	0
Totals	20,000	106,000	0	0	0

Six Year Transportation Improvement Program From 2014 to 2019

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00	14	Sidewalk Improvement Project Various Various to Various Repair/construct various city sidewalks	WA-02806	05/13/13				28		1,000		No

Funding										Total Funds	
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds				Total Funds
S	CN	2014		0	TIB	20,000	0				20,000
Totals				0		20,000	0				20,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
CN	20,000	0	0	0	0
Totals	20,000	0	0	0	0

Six Year Transportation Improvement Program From 2014 to 2019

Agency: Ilwaco
County: Pacific
MPO/RTPO: SWW RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	15	Cooks Hill Intersection Cooks Road NE Cooks Road NE to SR 101 Rebuild hazardous intersection	WA-02807	05/13/13				07		0.050		No

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2017		0	TIB	1	0	1
P	CN	2017		0	TIB	1	0	1
			Totals	0		2	0	2

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
PE	1	0	0	0	0
CN	1	0	0	0	0
Totals	2	0	0	0	0

Six Year Transportation Improvement Program From 2014 to 2019

Agency: Ilwaco

County: Pacific

MPO/RTPO: SWW RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	16	Main Street SW Main St SW to Repair sloughing street. Connect to Discovery Trail.	WA-03624	05/13/13				05		0.130		No

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2018		0	TIB	44,000	0	44,000
P	CN	2019		0	TIB	165,000	9,000	174,000
			Totals	0		209,000	9,000	218,000

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
PE	44,000	0	0	0	0
CN	0	174,000	0	0	0
Totals	44,000	174,000	0	0	0

Six Year Transportation Improvement Program From 2014 to 2019

Agency: Ilwaco
County: Pacific
MPO/RTPO: SWW RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	17	Miscellaneous Chip Seals Advent/Myrtle/Ash/Eagle/Main SE/Pearl to Chip seal Advent SE from Lake to Spruce; Myrtle SE from Lake to dead end; Ash NE; Eagle NE; Main SE; Pearl	WA-03625	05/13/13				05		0.470		No

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	CN	2017		0		0	26,064	26,064
			Totals	0		0	26,064	26,064

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
CN	26,064	0	0	0	0
Totals	26,064	0	0	0	0

Grand Totals for Ilwaco	Federal Funds	State Funds	Local Funds	Total Funds
	0	5,394,152	256,809	5,650,961

CITY OF ILWACO
CITY COUNCIL AGENDA ITEM BRIEFING

- A. Meeting Dates: Council Workshop: Public Hearing:
 Council Discussion Item: 5/13/13 Council Business Item:
- B. Issue/Topic: 2013 First Budget Amendment
- C. Sponsor(s):
 1. Mike Cassinelli 2.
- D. Background (overview of why issue is before council):
 1. The City attempts to adjust the budget throughout the year as known changes are identified and approved. The amount of the appropriation is a combination of prior year carryover (Beginning Balance) plus current year receipts or current year expenditures plus anticipated year-end balance. If the amount of appropriations is exceeded, the city could be issued a finding by the state auditor's office.
- E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)
 1. Many funds have variances to the original budget related to the difference in the carryover from the prior year (Beginning Balance). The Streets, Water, and Sewer funds each had grant and/or loan proceeds along with the related expenditures making up the significant changes identified in the amendment.
- F. Impacts:
 1. Fiscal: The City continues to build reserves. Revenues and expenditures for the first four months of the year are not significantly different than anticipated.
 2. Legal:
 3. Personnel:
 4. Service/Delivery:
- G. Planning Commission: ☐ Recommended ☒ N/A ☐ Public Hearing on
- H. Staff Comments: Changes have been identified on the supporting documents by underlining and bolding the item.
- I. Time Constraints/Due Dates: Must be in place before year end
- J. Proposed Motion: **I move that the council adopt the 2013 first budget amendment ordinance as presented.**

**CITY OF ILWACO
ORDINANCE NO. XXX**

**AN ORDINANCE AMENDING THE 2013 BUDGET OF THE CITY OF
ILWACO, WASHINGTON AS ADOPTED BY ORDINANCE #811**

WHEREAS, the City of Ilwaco adopted the 2013 budget in final form by Ordinance #811 on December 10, 2012; and

WHEREAS, subsequent thereto it has become necessary for the city to amend said ordinance because of revenues and council approved unbudgeted expenditures of same; and

WHEREAS, the city is desirous of amending its budget pursuant to RCW 35A.33.090.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO,
WASHINGTON, DOES ORDAIN AS FOLLOWS:**

Section 1. The following accounts contained in the 2013 Budget are hereby amended as follows:

General Fund - #001

Adjust for Beginning Balance, refund of deposit and expenditure fluctuations.

Streets Fund - #101

Adjust for Beginning Balance, additional fuel tax and grant receipts, and grant related expenditures.

Tourism - #104

Adjust for Beginning Balance.

Excise Reserve #301

Adjust for Beginning Balance.

Water Fund - #401

Adjust for Beginning Balance, additional grant receipts and related expenditures.

Water/Sewer Bond Redemption Fund - #403

No change.

Water/Sewer Bond Reserve Fund - #404

No change.

Stormwater Fund - #408

Adjust for Beginning Balance and expenditure fluctuations.

Sewer Fund - #409

Adjust for Beginning Balance, additional loan proceeds and related expenditures, and adjust for expenditure fluctuations.

Section 2. The budget for the year 2013 is amended to provide for the changes as outlined above and as set forth in Exhibit A attached hereto.

Section 3. The city clerk is hereby directed to transmit this supplemental budget to the State Auditor's Office and to the Association of Washington Cities.

Section 4. Effective Date. This Ordinance takes effect and is in full force five (5) days after its passage, approval and publication of an approved summary of the title as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED
IN AUTHENTICATION OF ITS PASSAGE THIS XXTH DAY OF MAY, 2013.**

Mike Cassinelli, Mayor

ATTEST:

Elaine McMillan, City Treasurer

VOTE	Jensen	Mulinix	Marshall	Chambreau	Forner	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

PUBLISHED: June xx, 2013

EFFECTIVE: June xx, 2013

**BUDGET AMENDMENT FOR 2013
CITY OF ILWACO**

EXHIBIT "A" of Ordinance #xxx

<u>City of Ilwaco Funds</u>	<u>Original</u>		
	<u>Appropriation</u>	<u>Amendment #1</u>	<u>Variance</u>
General Fund	918,463	909,853	(8,610)
Street Fund	244,091	406,722	162,631
Tourism Fund	85,724	80,743	(4,981)
Excise Reserve Fund	21,283	21,630	347
Water Fund	3,421,782	3,426,316	4,534
Water/Sewer Bond Redemption Fund	333,483	333,483	-
Water/Sewer Bond Reserve	327,179	327,179	-
Stormwater Fund	83,798	81,310	(2,488)
Sewer Fund	1,987,201	2,364,145	376,944
Total Appropriations	7,423,003	7,951,381	528,377

City of Ilwaco Budget - 2013

	1/1/2013			12/31/2013			
Fund	Beginning Balance	Revenues	Operations	Capital	Debt Svcs	Margin	Ending Balance
001 General	109,562	800,291	(659,927)	-	(132,988)	7,376	116,938
101 Streets	9,310	397,412	(56,604)	(337,600)	-	3,207	12,518
104 Tourism	50,613	30,130	(65,826)	-	-	(35,696)	14,917
301 Excise Reserve	12,630	9,000	(5,000)	-	-	4,000	16,630
401 Water	56,617	3,369,699	(469,923)	(2,868,116)	(35,161)	(3,501)	53,116
403 Bond Redemption	-	333,483	(333,483)	-	-	-	-
404 Bond Reserve	318,077	9,102	-	-	-	9,102	327,179
405 Stormwater	9,310	72,000	(45,700)	-	(31,923)	(5,623)	3,687
409 Sewer	105,806	2,258,339	(410,965)	(1,355,299)	(326,579)	165,495	271,301
Total Fund Balance	671,926						816,287

Capital projects for 2013:

<u>General/Streets Funds</u>	<u>Water Fund</u>	<u>Wastewater Fund</u>
Brumbach/Sidewalk project	Paint Steel Reservoir	Roof/Siding/Parking lot
Mower w/side arm	Misc Short Lived Assets: Water	Effluent pmps
Playground timbers	New Reservoirs (2)	First Ave Sewer
City hall roof/ramp	Backwash basin	Eliza Sewer
	New Filter	Nesadi sewer line
		Sahalee pre-engineering

2013 Budget - City of Ilwaco

001 GENERAL FUND

ESTIMATED REVENUES -

	YTD thru 4/30/13 Actual	2012 Budget	2013 Budget	2013 Amend #1
General Property Tax	20,569	139,830	141,373	141,373
General Property Tax-IVFD Truck	0.15			
Timber Tax	21			
General Sales Tax	35,862	120,000	120,000	120,000
General Sales Tax from special project	0.30			
B&O Tax	14,658	55,000	58,000	58,000
Garbage 6% Tax	0.25			
Charter Cable 6% Tax	3,558	13,800	13,800	13,800
Telephone 6% Tax	0.52			
Electric 6% Tax	5,180	17,500	10,000	10,000
Water Utility Tax	0.46			
Fire Hydrant Fee	37,595	26,000	30,000	30,000
Sewer Utility Tax	0.50			
Stormwater Utility Tax	0.27			
Leasehold Excise Tax	13,994	48,750	51,772	51,772
Gambling Tax	3	3,000		
TOTAL	14,330	46,397	47,400	47,400
	2,091	4,320	4,320	4,320
	4,573	22,000	20,000	20,000
			2,000	2,000
	166,351	593,477	588,665	588,665
LICENSES & PERMITS				
Business License	0.33			
Building Permit Fees	0.07			
TOTAL	12,167	36,000	37,000	37,000
	565	7,560	7,560	7,560
	12,731	43,560	44,560	44,560
INTERGOVERNMENTAL REVENUE				
PUD Privilege Tax		8,000	8,000	8,000
FEMA Grant				
DOE Autistic Weed Grant		40840		
ARRA/JUSTICE ASSISTANCE	2,763		39,000	39,000
PCOG for Fire Station				
PCOG - Comm Bldg	25,000	25,000	25,000	25,000
TOTAL	18,979	18,979	18,979	18,979
	46,742	92,819	90,979	90,979
STATE ENTITLEMENTS				
Sales & Use Equalization				
Criminal Justice High Crime	500	235	235	235
Criminal Justice Low Population				
Criminal Justice DCD Area 3				
Criminal Justice DCD #4	694	1,500	1,500	1,500
Criminal Justice Spec. Programs	404	795	795	795
DUII Cities	85	200	200	200
Liquor Excise Tax		4,700	809	809
Liquor Board Profits	2,113	5,800	8,638	8,638
TOTAL	3,795	13,230	12,177	12,177
CHARGES FOR SERVICES				
Photocopying				
Fire Protection Services	12	100	100	100
Planning Application Fees/land use	225	2,000	2,000	2,000
TOTAL		8,400	5,000	5,000
	237	10,500	7,100	7,100
FINES AND FORFEITS				
Municipal Court Fines	3,096	3,605	3,605	3,605

001 GENERAL FUND

ESTIMATED EXPENDITURES -

	YTD thru 4/30/13 Actual	2012 Budget	2013 Budget	2013 Amend #1
Official Publications	1,548	2,000	2,000	2,000
Custodian				
Software Support Services (Vision)		2,633	2,633	2,633
Insurance - City/Hall/Shop	2,333	8,137	7,412	7,412
Electricity - City Hall	440	3,000	3,000	3,000
Garbage Services				
Repair & Maintenance	31	200	200	200
Miscellaneous	75	100	100	100
Mayor/Council Salaries	6,049	18,000	18,000	18,000
Mayor/Council Benefits	777	2,601	2,235	2,235
Travel/Meals/Lodging				
City Water-Museum				
City Sewer-Museum	205	1,890	1,890	1,890
City Water - City Hall	1,416	432	432	432
City Sewer - City Hall	3,194	1,200	1,200	1,200
City Storm Drainage	75	300	300	300
Miscellaneous	4,000			
Election Costs	5,597	5,000	6,000	6,000
Court - Remit to state	1,538	2,500	3,500	3,500
Municipal Court Services	5,664	16,000	17,250	17,250
Administrative Salaries	12,838	38,058	40,596	40,596
Administrative Benefits	4,094	10,844	10,809	10,809
Office & Operating	1,792	5,500	5,500	5,500
Small Tools & Equipment		500	500	500
Professional Services		3,000	3,000	3,000
Communication	1,150	4,080	4,080	4,080
Travel/Meals/Lodging		1,000	1,000	1,000
Planning Secretary				
Insurance - Comm Bldg				
Electricity				
Garbage Services	826	3,049	3,049	3,049
Ongoing Education	125	1,500	1,500	1,500
Audit Costs		8,000	8,000	8,000
Training				
Web Page	220	1,500	1,500	1,500
Legal Services	4,777	15,000	15,000	15,000
AWC Dues	719	700	463	463
Pacific Council of Governments	1,500	1,500	1,500	1,500
Pacific County EDC	500	500	500	500
Archive Imaging				
TOTAL	61,481	158,724	163,150	163,150
0.36				
LAW ENFORCEMENT				
Law Enforcement	61,047	183,140	190,466	190,466
TOTAL	61,047	183,140	190,466	190,466
0.33				
FIRE DEPARTMENT				
Salaries & Wages	4,903	14,400	14,962	14,962
Benefits	2,925	8,673	8,948	8,948
Board of Volunteer Firemen	570	2,100	2,100	2,100
Life & Disability Insurance	3,426	3,400	3,400	3,400
Operating Expenses (\$21k to be pd from proceeds)	970	28,011	10,000	10,000
Gasoline		1,000	1,000	1,000
Small Tools & Equipment	154	2,600	2,600	2,600

GRAND TOTAL ALL REVENUES

2013 Budget - City of Ilwaco

001 GENERAL FUND

ESTIMATED REVENUES -

YTD thru 4/30/13 Actual	2012 Budget	2013 Budget	2013 Amend #1
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GRAND TOTAL ALL REVENUES

	252,795	828,071	800,291
Reserve Analysis			
CARRYOVER FROM PRIOR YEAR			
2013 Budget	118,172		
2013 Amend #1			109,562
2013 Reserve Contribution (Depletion)			
Future requirements of reserves:			
Project Manager 2013 pmt	-		
AWC pmts	10,968	7,376	
Emergency Reserves	129,140	116,938	
Kamofski Deposit	40,000	40,000	
Fire Hydrant	50,000	50,000	
Parks Projects -donations	4,000	-	
Operating Reserve @12.5%	5,000	5,000	
Fire Equipment Reserve	79,542	79,991	
Fire Truck Reserve	359	360	
Desired Reserves	79,041	21,071	
Reserve (shortfall)	15,000	15,000	
	214,971	211,422	
	(85,831)		(94,484)
			(0.40)

001 GENERAL FUND

ESTIMATED EXPENDITURES -

YTD thru 4/30/13 Actual	2012 Budget	2013 Budget	2013 Amend #1
City Water	813	1,681	1
City Sewer	628	2,280	2
Storm Drainage	2,573	1,300	2
Insurance	719	2,310	2
Repairs & Maintenance	797	35,000	5
Vehicle Purchase	-	8,000	
Trail maintenance	-	3,000	3
Miscellaneous	-	500	
TOTAL	16,496	116,934	122
0.13			
LOAN REPAYMENT			
Inter fund loan pmt			
USDA 97-09 Principal			
USDA 97-09 Interest			
Bond Pmt - Principle			
Bond Pmt - Interest			
Bank of Pacific - Community Building - Prin			
Bank of Pacific - Community Building - Int			
0.51			
CAPITAL EXPENDITURES			
Government Facility (city hall roof and upgrades)			
Administrative Equipment			
Fire Hall Rebuild/Project Manager			
Fire Truck & Equipment			
FEMA grant -Fire Hose			
Loan Paydown			
Long Beach Police Subgrant			
TOTAL	67,743	132,987	132
20			
GRAND TOTAL	265,557	800,336	792
0.33			
2013 Reserve Contribution (Depletion)	(12,761)	10,968	7

2013 Reserve Contribution (Depletion)

CARRYOVER TO NEXT YEAR

Future requirements of reserves:

	2013	2014	2015	2016	2017
Project Manager 2013 pmt	116,938	173,091	168,809	189,652	190,418
AWC pmts	32,538	50,000	50,000	50,000	50,000
Emergency Reserves	5,000	5,000	5,000	5,000	5,000
Kamofski Deposit	359	359	359	359	359
Fire Hydrant	79,041	79,041	79,041	79,542	79,542
Parks Projects -donations	0	38,691	34,409	21,070	21,070
Operating Reserve @12.5%	0	-	-	33,681	34,447
Fire Equipment Reserve	116,938	173,091	168,809	189,652	190,418
Fire Truck Reserve					
Desired Reserves					
Reserve (shortfall)					

101 STREET FUND

ESTIMATED REVENUES -

	YTD thru 4/30	2012	2013	2013
	Actual	Budget	Budget	Amend #1
General Property Tax	15%	8,815	59,927	\$60,589
Motor Vehicle Fuel Tax	31%	5,957	20,000	\$19,319
MV Fuel Tax (STP Money)	100%	10,543	-	\$0
Proceeds from Surplus				\$0
Interest				\$0
TIB Fund: Sidewalks	21	-	-	\$2035
TIB Funds: Overlay	-	99,794	99,794	\$99,794
TIB Funds: School Street	43,167	600,875		\$78,632
TIB Funds: Elizabeth	6,127			\$71,500
Transfer from Excise Rsv (301) for TIB match	-	36,877	\$5,000	\$5,000
GRAND TOTAL REVENUES	\$74,630	\$817,473	\$236,737	\$397,412

MVFT = 935 pop x 20.64

2013 Budget - City of Ilwaco

ESTIMATED EXPENDITURES

	YTD thru 4/30	2012	2013	2013
	Actual	Budget	Budget	Amend #1
Salaries & Wages	0.34	9,919	26,177	\$29,092
Benefits	0.38	3,801	9,680	\$10,030
Roadway Operating	0.59	1,186	4,000	\$2,000
Roadway Equipment	-	-	2,500	\$1,500
Storm Drain Operating	-	-	-	\$0
Street Light Operating	0.28	1,691	6,005	\$6,005
Traffic Operating	-	-	-	\$0
Ice Control Operating	-	-	830	\$850
Street Cleaning	-	-	-	\$1,000
Road Side Operating	0.10	154	2,000	\$1,500
Office & Operating	0.69	1,030	900	\$1,500
Vehicle Purchase	-	-	-	\$0
Gas & Oil	0.96	1,053	1,030	\$1,100
Small Tools & Equipment	-	-	833	\$500
Safety Training	-	-	133	\$133
Admin. Maintenance	-	-	-	\$0
Web Page	-	-	-	\$0
Insurance	0.32	441	1,530	\$1,394
Construction Equipment	-	-	-	\$0
Roadway Construction	-	-	-	\$0
Storm Drainage Supplies	24	-	-	\$0
Drainage Construction	-	-	-	\$0
Overlook Loop/Beards Hollow	-	-	-	\$0
TIB Brumbach	-	-	-	\$104,794
TIB School	57,953	737,546		\$82,770
TIB Elizabeth design	9,525			\$75,263
TIB Sidewalks	2,498			\$54,773
Chipseal	-	10,000		\$10,000
Transfer to 001 - Building Rental	-	10,000		\$10,000
Reserve/Contingency	-	-	-	\$0
Miscellaneous	-	-	-	\$0
GRAND TOTAL EXPENDITURES	\$89,276	\$813,164	\$236,171	\$394,204
2013 Reserve Contribution /(Depletion)	(\$14,646)	\$4,309	\$565	\$3,207

Reserve Analysis

CARRYOVER FROM PRIOR YEAR, (Beginning Balance)

2013 Reserve Contribution /(Depletion)

CARRYOVER TO NEXT YEAR

	2013	2013
	Budget	Amend #1
Desired Reserve	\$ 7,354	\$ 9,310
Emergency	\$ 565	\$ 3,207
Operating	\$ 7,919	\$ 12,518
Projects		
Equipment		
GRAND TOTAL	\$31,422.16	\$31,422.16

2013 Budget - City of Ilwaco

ESTIMATED EXPENDITURES

	YTD thru 4/30	2012	2013	2013	YTD thru 4/30
	Actual	Budget	Budget	Amend #1	Actual
Hotel-Motel Tax	0.49	12,289	25,000	\$30,000	150
Investment Interest		24	130	\$130	
TOTAL		12,313	25,130	\$30,130	-
				Fishing Derby	78
				Ilwaco Musuem - insurance	1,730
				Ilwaco Musuem	-
				Visitors Bureau Bldg - City Portion	-
				Planters	596
				Ilwaco Charter Association	-
				City/Black Lake Park support	-
				Refund of error re: State Park	-
GRAND TOTALS ALL REVENUES	12,313	\$25,130	\$30,130	\$30,130	\$2,553
				GRAND TOTAL EXPENDITURES	
				2013 Reserve Contribution /(Depletion)	\$9,760

2013 Reserve Contribution /(Depletion)

Reserve Analysis		
	2013	2013
	Budget	Amend #1
CARRYOVER FROM PRIOR YEAR (Beginning Balance)	\$55,594	\$50,613
Revenues		
Expenses		
2013 Reserve Contribution /(Depletion)	(\$35,696)	(\$35,696)
CARRYOVER TO NEXT YEAR	\$19,898	\$14,917

Contingency Reserve

Desired Reserve for cashflow
10,000.00

2013 Budget - City of Ilwaco

301 EXCISE RESERVE FUND

ESTIMATED REVENUES

ESTIMATED EXPENDITURES

	YTD thru 4/30 Actual	2012 Budget	2013 Budget	2013 Amend #1	YTD th Act
Real Estate Excise Tax	0.26	11,500	\$9,000	\$9,000	
	2,328			TIB match	
				Shop roof	
GRAND TOTAL ALL REVENUES	2,328	11,500	\$9,000	\$9,000	
				TOTAL	

GRAND TOTAL EXPENDITURES

2013 Reserve Contribution /(Depletion)

Reserve Analysis

	2013 Budget	2013 Amend #1
CARRYOVER FROM PRIOR YEAR (Beginning Balance)	\$ 12,283	\$ 12,630
2013 Reserve Contribution /(Depletion)	4,000	4,000
	\$0	
CARRYOVER TO NEXT YEAR	\$ 16,283	\$ 16,630

401 WATER FUND

2013 Budget - City of Ilwaco

ESTIMATED REVENUES

ESTIMATED EXPENDITURES

	YTD thru 4/30 Actual	2012 Budget	2013 Budget	2013 Amend #1	YTD thru 4/30 Actual	2012 Budget	2013 Budget	2013 Amend #1	2013 Amend #1
Water Sales	190,320	650,000	647,149	647,149	Salaries & Wages	166,213	171,782	171,782	17
TOTAL	190,320	650,000	647,149	647,149	Benefits	55,520	52,322	52,322	5
Investment Interest	10,168	800	940	940	TOTAL	221,733	224,104	224,104	22
Water Connections	6,645	7,164	7,500	7,500	Operation & Maintenance	85,000	33,900	33,900	3
Sale of Asset	892				Lab Supplies (catchup)		35,200	35,200	3
TOTAL	17,704				Electrical Maintenance		6,400	6,400	3
Reservoirs/Bashwash	48,462	1832140	8,440	1,732,150	Office Supplies & Support		5,700	5,700	
Filter	44,413			940,000	Computer & Software Support		4,000	4,000	3
Culvert sliplining				30,000	Chemicals	30,000	32,000	32,000	3
TOTAL	92,875	1,832,140	2,672,150	2,702,150	Quarterly Excise Payment	32,689	32,545	32,545	3
					Annual Meter Calibrations	2,300	2,500	2,500	
					DOE Annual Permit	4,100	5,000	5,000	
					Gasoline Products	7,000	9,000	9,000	
					Clean Tanks				
					Small Tools & Equipment				
					TOTAL	1,000	2,000	2,000	
					Professional Services	162,089	168,245	168,245	16
					Water line replacement	10,615	15,000	15,000	1
					Communications				
					Travel/Meals/Lodging	3,120	3,500	3,500	
					Safety Training	2,000	2,000	2,000	
					Insurance	535			
					Electricity	20,782	18,930	18,930	18
					Vehicle Repairs/Maint.	31,104	31,104	31,104	3
					Storm Drainage	1,500	1,500	1,500	
					TOTAL	540	540	540	
					TOTAL OPERATION & MAINTENANCE	70,196	72,574	72,574	7
					Chemical pumps	454,018	464,923	464,923	46
					Vehicle Purchase	7200			
					Paint steel reservoir	9,300			
					Actuators				
					Equipment	12000	100,000	100,000	100
					Meters	7,500	40,000	40,000	40
					Plant Improvements				
					TOTAL	30,000	24,000	24,000	24
					Computer/Software Upgrade	66,000	164,000	164,000	164
					Projects	2,133	1,966	1,966	1
					Shop roof		2,672,150	2,672,150	2,702
					TOTAL CAPITAL EXPENDITURES	5,000			
					LOAN REPAYMENT	73,133	2,838,116	2,838,116	2,868
					PWTF-94206 Principal				
					PWTF 94206 Interest	3,994	3,994	3,994	3
					Transfer to 001 - Building Rental	240	160	160	
					Transfer to 403 - Interie Loan USDA 91-01	7,500	7,500	7,500	7
					Transfer to 403 -PWTF 04-65104-013	4,355	4,355	4,355	4
					TOTAL DEBT PAYMENTS	19,491	19,152	19,152	19
					GRAND TOTAL EXPENDITURES	35,580	35,161	35,161	35
					2013 Reserve Contribution /(Depletion)	562,731	3,338,200	3,338,200	3,373
						1,919,409	(10,460)	(10,460)	(3)

Reserve Analysis

	2013 Budget	2013 Amend #1
CARRYOVER FROM PRIOR YEAR (Beginning Balance)**	\$ 94,043	\$ 56,617

*Water Sales includes 3% increase

	Actual	Budget
Water Sales	572,780	633,359
2010	539,388	494,034
2009	446,891	463,500
2008	450,300	491,310
2007	430,158	463,500
2006	429,645	422,390

2013 Budget - City of Ilwaco									
Revenues	\$3,327,739	\$3,369,699							
Operational Expenditures	500,084	505,084							
Net Collections (Usage) from Operations Activity									
Reserve Including 2013 Contribution		\$ 2,827,656	\$ 2,864,615						
Utilization of Reserve for Capital Items - 2013		\$ 2,921,699	\$ 2,921,232						
RESERVE FOR FUTURE (Ending Balance)		\$ (2,838,116)	\$ (2,868,116)						
		\$ 83,583	\$ 53,116						
Reserve Distribution based on proforma									
		2013	2014	2015	2016	2017			
2013 Ending Fund Balance	\$ 53,116	\$ 53,116	\$ 103,599	\$ 209,482	\$ 213,327	\$ 237,643			
Less:									
New Construction/Equipment Replacement	0			29,267	41,462	6,778			
Loan Repmt Rsv (see fund 404)									
Equipment Replacement @ 50% of next year	31,750	31,750	250	22,100	13,750	72,750			
Emergency Reserve	100,000	-	45,233	100,000	100,000	100,000			
Operating Reserve 12.5% of expense	58,115	21,366	58,115	58,115	58,115	58,115			
Desired Reserve	189,865	53,116	103,599	209,482	213,327	237,643			
Reserve shortfall	\$ (136,749)								

2013 Budget - City of Ilwaco

403 - W/S BOND REDEMPTION

ESTIMATED REVENUES

ESTIMATED EXPENDITURES

ESTIMATED REVENUES

ESTIMATED EXPENDITURES

	YTD thru 4/30 Actual	2012 Budget	2013 Proposed		YTD thru 4/30 Actual
Transfer from Water Intertie Loan USDA 91-01	2,177	4,355	\$ 4,354	USDA 91-01 Principal & Interest	
Transfer From Sewer USDA 92-07	-	141,763		USDA 92-07 Principal & Interest	
Transfer From Sewer USDA SBR #3	-	61,368		USDA SBR #3 Principal & Interest	
Transfer From Sewer PWTF 97-791-007	-	15,480	\$ 15,086	DOE refinance (only one pmt first year)	
Transfer from Sewer DOE Refinance (only one pmt first year)			\$ 107,000	PWTF 97-791-007 Principal & Interest	
				PWTF 04-691-PRE-116; Phase #2- Principal	
Transfer From Sewer PWTF 04-691	-	1,691	\$ 1,676	PWTF 04-691-PRE-116; Phase #2- Interest	
Transfer From Sewer PWTF 05-691	-	25,933	\$ 25,528	PWTF 05-691-023; Phase#2 -Principal	
Transfer From Sewer SRF 94-08	52,154	104,308	\$ 104,308	PWTF 05-691-023; Phase#2 -Interest	
Transfer from Sewer PWTF 06-962-017	-	13,683	\$ 13,564	SRF 94-08 Principal Only	52,154
Transfer from Sewer B of P 2008	14,823	29,648	\$ 29,648	PWTF 06-962-0017 Principal & Interest	
Transfer from Water PWTF 04-65104-013	-	19,321	\$ 19,152	B of P 2008 Principal & Interest	14,823
Transfer from Sewer PR09-951-050	-	13,297	\$ 13,168	PWTF 04-65104-013	
Investment Interest	-	-	\$ -	PR09-951-050	
TOTAL	\$ 69,154	\$ 430,847	\$ 333,483	TOTAL	\$ 69,154
				2013 Reserve Contribution /(Depletion)	\$

Reserve Analysis

CARRYOVER FROM PRIOR YEAR

REVENUES	\$ 333,483
EXPENSES	\$ (333,483)

CARRYOVER TO NEXT YEAR

404- W/S BOND RESERVE

2013 Budget - City of Ilwaco

ESTIMATED REVENUES

ESTIMATED EXPENDITURES

	YTD thru 4/30	2012	2013	
	Actual	Budget	Proposed	Reserve
Interfund Loan Replacement 409	-	7,500	-	
WWTP Bond Reserve-NEW DOE	-	6,137	6,137 +1	
WWTP Bond Reserve-2008-BoFP	-	2,965	2,965 +4	
TOTAL	-	16,602	9,102	\$0.00
				2013 Reserve Contribution /(Depletion)
				\$9,102.00

Reserve Analysis

CARRYOVER FROM PRIOR YEAR (Beginning Balance)

\$ 318,077.00

2013 Reserve Contribution /(Depletion)

\$ 9,102.00

CARRYOVER TO NEXT YEAR

\$ 327,179.00

WWTP Bond Reserve-1987-#91-01
 WWTP Bond Reserve-1999-#92-07
 WWTP Bond Reserve-2000-#L9400008
 WWTP Bond Reserve-NEW DOE
 WWTP Bond Reserve-2008-BoFP

Water	Ord. 541	Needed
Sewer Plant	Seaview provides 1/2 of annual pmt	\$ 4,500.00
Sewer Plant	Seaview provides 1/2 of annual pmt	\$ -
Plant & SBR#3 refi		\$ 104,307.88
PumpStations	Ord. 736	\$ 214,000.00
		\$ 29,646.80
		\$ 352,454.68

SRF/DOE Loan #L9400008 requires 1 annual payment accrued over the first 5 years of loan.
 USDA-RD Loan #92-07 required 1 annual payment in reserve within 10 years.
 USDA-RD Bond requires 1 annual payment in reserve within 10 years.
 Loan #92-10
 Loan #2008-PumpStations

2013 Budget - City of Ilwaco

ESTIMATED EXPENDITURES

Reserve Analysis	2013	2013
	Budget	Amend #1
CARRYOVER FROM PRIOR YEAR (Beginning Balance)	\$ 11,798	\$ 9,310
2013 Reserve Contribution /(Depletion)	\$ 877	\$ (5,623)
CARRYOVER TO NEXT YEAR	\$ 12,675	\$ 3,687

2013 Budget - City of Ilwaco

409 - SEWER FUND

ESTIMATED REVENUES

	YTD thru 4/30 Actual	2012 Budget	2013 Budget	2013 Amend #1
Seaview Sewer Dist. Fees	43,138	184,190	197,847	197,847
Seaview DOE Refinance loan match (one pmt 1st yr)	-	64,860	27,406	27,406
Seaview RD Loan Match	18,893	40,415	37,786	37,786
TOTAL	62,032	289,465	263,039	263,039
Sewer Service Charges	258,073	773,291	790,000	790,000
Insurance recovery	15253.4	-	-	15,500
Sewer Connections		17,910	18,600	18,600
Surplus	646.1			700
Other	4,632	500	500	500
TOTAL	278,605	791,701	809,100	825,300
Loan Proceeds				
Nesadi project - PWTF	9,912			336,000
Sahalee project - DOE	-	-	794,000	40,000
First Ave project - DOE	9,912	-	794,000	1,170,000
TOTAL			1,866,139	2,258,339
GRAND TOTAL ALL REVENUES	350,548	1,081,166		

*Seaview Sewer fees are based on 30% of all expenses other than debt and capital expend

*Sewer connections are estimated at 3 for the year

*Other income is typically interest on past due or NSF chgs.

ESTIMATED EXPENDITURES

	YTD thru 4/30 Actual	2012 Budget	2013 Budget	2013 Amend #1	Notes
Salaries & Wages	0.34	41,935	120,762	124,363	
Benefits	0.38	16,105	43,503	42,168	
TOTAL	0.35	58,040	164,265	166,531	
Operation & Maintenance	0.67	6,071	29,700	8,545	9,000
Electrical Maintenance	0.41	7,341		18,000	18,000
Lab Supplies	0.07	170		5,600	2,600
Office Supplies & Support	0.29	1,101		3,855	3,855
Computer & Software Support	0.77	6,913		4,000	9,000
Chemicals	0.07	1,374	20,000	21,000	21,000
Excise Tax	0.36	5,649	15,506	15,841	15,841
Annual Meter Calibrations	0.43	1,786	4,000	4,120	4,120
DOE Annual Permit	0.44	1,147	2,500	2,600	2,600
Screen Panels & Brushes	0.00	-	1,500	1,800	1,800
Gas/Oil Products	0.23	1,606	6,800	7,000	7,000
Small Tools	0.05	139	2,500	3,000	3,000
TOTAL	0.34	33,296	82,506	95,361	97,816
Professional Services					
Attorney Fees		-	40,000	10,000	
Communications	0.28	1,523	5,250	5,410	5,410
Travel/Meals/Lodging	0.00	-	2,000	2,500	2,500
Training	0.00	-	3,000	3,500	3,500
Insurance	0.31	4,355	15,357	13,988	13,988
Electricity	0.23	14,062	62,208	62,000	62,000
City Water	0.35	1,408	4,500	4,000	4,000
City Sewer	0.33	1,898	1,200	1,200	5,700
Garbage Services	0.33	855	1,400	1,400	2,600
Storm Drainage	0.47	272	584	584	584
Repairs	0.92	8,618	2,500	9,336	9,336
Spray Sludge Disposal Site	0.19	5,333	24,500	28,000	28,000
Annual Pipe Clean/TV Inspection	0.00	-	3,000	6,000	6,000
Misc.	0.00	-	1,500	3,000	3,000
TOTAL	0.26	38,324	166,999	150,918	146,618
TOTAL OPERATION & MAINTI	0.32	129,660	413,770	412,811	410,965
Machinery & Equipment		6,723	19,965	5,500	5,500
Electrical Repairs		-	131,000	-	-
Sludge Truck life extension		-	6200	-	-
Maintenance/brushing right of ways		-		7,500	7,500
Treatment Plant Roof/Siding/Painting/Parking lot mnte		-	45,000	65,000	65,000
Vehicle Purchase - Grit trailer		-	6,900		
Engineering Nesadi		24,215			
Engineering Sahalee				336,000	336,000
Main lift #2 2012/Effluent pmp&meter 2013	0.06	30,939	29,000	80,000	80,000
TOTAL		30,939	238,065	158,000	534,000
Software Upgrade		-	2,133	1,966	1,966
					SLA less \$321

pump/genera:

* 16,000 is le

valves

2013 Budget - City of Ilwaco

[illegible]

CITY OF ILWACO CITY COUNCIL AGENDA ITEM BRIEFING

A. Meeting Dates: Council Workshop: Public Hearing:
Council Discussion Item: 02/25/13, 3/11/13, 5/13/13

B. Business Item:

C. Issue/Topic: Contract for professional IT services

D. Sponsor(s):

1. Mayor Cassinelli
- 2.

E. Background (overview of why issue is before council):

IFOCUS prepared an assessment of the computer systems which included various recommendations. One of the recommendations was to enter into a Network Administration Service Agreement with IFOCUS. By entering this agreement the city would not only receive much needed support for the server at city hall, but also create an affiliation with IFOCUS that would allow for additional services and support. The current recommendation of the Treasurer is to :

- 1) Enter into the agreement with IFOCUS at a cost of \$360 per month. This cost is currently unbudgeted and could be allocated to the General Fund, Water Fund, Sewer Fund, and Stormwater Fund as the most significant quantity of data on the server is the Utility Billing. Estimated additional charges of \$350 per month for possible service calls.
- 2) Implement backup strategies:

City Hall:

HP Hardware support for Server (3year)	\$ 469
Symantec Backup System Recovery(server)	776
Installation	420
Total	\$1665

WWTP (installation completed in April):

Symantec Backup	\$171
Installation	420
Backup Drives	300
	\$891

WTP has opted to wait until new computers are purchased this summer through filter project.

PublicWorks has an external hard drive.

Email – to be investigated for possibly 2014 implementation

Microsoft Exchange Online(\$3.50 /mo/account)	\$52.50 per month
Monthly support	\$105 per month
Installation	\$1050

- 3) Test the functionality of Sugarsync to see if it would be a good method of remotely backing up individual PC's.
- 4) In addition to replacing the PC's at the water plant through the filter project, replace the Clerk and Assistants computers at city hall at a cost of approx. \$2,000 and re-configure one of their PC's for the Public Works office.
- 5) Review and budget for security and connectivity recommendations in 2014.

Additionally the City advertised a formal request for qualifications during the month of April. Two IT service providers, IFOCUS and MossyTech responded to the request. After considering the qualifications and the needs of the city. It is recommended that the City enter into an agreement with IFOCUS.

Summary - New monthly costs of \$518. Backup project costs of \$3,606. New computers \$2,000. Potential additional charges for service calls estimated at \$350 per month which will hopefully be offset by reduced charges from Calvert Technologies.

F. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)

Staff is recommending the council approve the mayor to enter into an agreement for services that were not considered when preparing the annual budget. In the past, the city has primarily been using the services of Calvert Technologies with a range of annual costs between \$20,000 and \$30,000. By having a local IT provider available to assist with issues, these costs would be expected to be reduced or slightly shifted to the local provider.

G. Impacts:

1. Fiscal: The agreement includes a monthly fee of \$360 per month, or \$4320 for a year.
2. Legal:
3. Personnel: None
4. Service/Delivery: None

H. Planning Commission: ☐ Recommended ☒ N/A ☐ Public Hearing on

I. Time Constraints/Due Dates:

J. Proposed Motion: **I move to approve the mayor to execute the proposed iFocus Consulting Agreement for Network Administration.**



NETWORK ADMINISTRATION SUPPORT AGREEMENT

This Network Administration Maintenance Agreement (the "Agreement") is made and entered on January 01, 2013, by and between **City of Ilwaco** ("Client") and **IFOCUS CONSULTING INC** ("Consultant") (collectively referred to as the "Parties").

The Parties agree as follows:

- 1. SERVICES:** Client shall engage Consultant for the maintenance of its corporate information technology local area network and wide area networking environment. Such services to be described in greater detail below (the "Services"):
 - A. Server System Support.** Consultant will provide umbrella coverage for all foreseeable services needed for the operation of the defined server environment. *See Appendix A for information on server systems covered under this agreement.*
 - B. Network Infrastructure Support.** Consultant will provide support for core networking technology systems including switches, firewalls, routers, and modems. Service includes configuration, reinstallation, troubleshooting, firmware upgrades, VPN user management, and user support.
 - C. Backup Services/ Disaster Recovery.** Consultant will provide support for daily server environment backup procedures. A disaster recovery plan will be implemented to allow for file restoration and support. *See Appendix C for extended information on backup service tasks.*
 - D. Desktop Computer Support.** Consultant will provide as-needed support service which includes, but not limited to, system troubleshooting, software support, operating system installation, software fault resolution, virus remediation, malware remediation, network connectivity, internet connectivity, and local resource configuration (including printers, faxes, ect).
 - E. Laptop Computer Support.** Consultant will provide as-needed support service which includes, but is not limited to, system troubleshooting, software support, operating system installation, software fault resolution, virus remediation, malware remediation, network connectivity, internet connectivity, VPN connectivity, remote access services, and local resource configuration.

F. Computer Auditing Services. Consultant will maintain a master outline of all technology assets in the Network environment. Biannual audits will be performed to ensure the integrity of the system, with analysis and recommendations being brought to the Client for review and possible implementation.

2. RESPONSE TIME: For the Services contemplated in this Agreement, Consultant will provide remediation to requested services as outlined:

A. Phone/ Email Support. Includes support for all network users. Upon encountering a computer-related problem, contact will be made to Consultant by calling the support desk or by emailing: helpdesk@ifocus.us
- *SAME DAY RESPONSE TIME*

During business hours: *Monday-Friday / 8:00am – 5:00pm* (503) 338-7443
After hours dedicated support hotline: (888) 262-4911

B. Remote Desktop Support. Our network specialists will provide remote desktop support to resolve issues related to application faults, and software configuration via the iFocus Remote Tool. - *SAME DAY RESPONSE TIME*

C. On Site Service. Our network specialists will provide service calls to resolve urgent or planned network performance issues related to hardware, connectivity, and operating system functionality. Proactive and planned services will be performed based on issue severity.

- **Severity 1:** Unplanned server, or critical application in an error state severely impacting customer production and/or profitability. – *SAME DAY RESPONSE TIME*
- **Severity 2:** Unplanned high-impact problem in which production is proceeding, but in a significantly impaired fashion. – *NEXT DAY RESPONSE TIME*
- **Severity 3:** Unplanned important issue, which does not have significant current productivity impact for the customer. – *TWO DAY RESPONSE TIME*

3. EXCLUSIONS: For the managed care services contemplated in this Agreement, the following are excluded and will require a separate contract: in-depth software or systems training, software programming, installation of new workstations or servers, and installation and configuration of any new enterprise application.

4. **COMPENSATION:** For the Services contemplated in this Agreement, Client will pay Consultant the monthly fees as outlined:

• Managed Server Asset: Server	\$360.00
• Server Backup Services/ Disaster Recovery	included
• Network Infrastructure Support	included
• Remote Support Management Tool	included

Total: \$360.00

Remote Support Services

Support will be charged at the rate of \$105/ hour billed in 15 minute increments for all remote support services performed during business hours.

Onsite Support Services

Support will be charged at the rate of \$105/ hour with a one hour minimum for all onsite services performed during business hours. *A fee of \$52.50 will be charged for one-way travel to the Ilwaco locations.*

After Hours Support Services

Support will be charged at the rate of \$157.50/ hour billed in one hour increments for after hours support services.

5. **TERM:** The original term of this Agreement shall be for **12 months beginning January 01, 2013**. This Agreement will automatically renew for additional twelve month periods at the end of each existing term if neither Client nor Consultant receives notification of termination from the other party. A notification of termination must be received by the non-terminating party no less than 60 days before the end of the existing term.
6. **EXPENSES:** Client agrees to reimburse Consultant for all reasonable expenses authorized in advanced by Client and incurred in connection with this Agreement including, but not limited to, server systems, desktop systems, laptops, pocket PCs, uninterruptible power supplies, switches, routers, firewalls, modems, misc hardware and software.
7. **INDEPENDENT CONTRACTOR.** Consultant is an independent contractor and not an employee of the Client, and, unless otherwise stated in this Agreement, is not entitled to any of the benefits normally provided to the employees of the Client.
8. **CONFIDENTIALITY:** Consultant acknowledges that he/she may have access to Client's confidential and proprietary information. Such confidential information may include, without limitation: i) business and financial information, ii) business methods and practices, iii) technologies and technological strategies, iv) marketing strategies and v) other such information as Client may designate as confidential ("Confidential Information"). Consultant agrees to not disclose to any other person (unless required

by law) or use for personal gain any Confidential Information at any time during or after the term of this Agreement, unless Client grants express, written consent of such a disclosure. In addition, Consultant will use his/her best efforts to prevent any such disclosure. Confidential Information will not include information that is in the public domain, unless such information falls into the public domain through Consultant's unauthorized actions.

9. **OWNERSHIP:** Client hardware and software assets stored within the offices of Client are the property of Client.
10. **EARLY TERMINATION:** This Agreement may be terminated early by either party if non-terminating party fails to perform his/her duties or materially breaches any obligation in this Agreement.
11. **CONTINUING OBLIGATIONS:** Notwithstanding the termination of this Agreement for any reason, the provisions of Sections 8 of this Agreement will continue in full force and effect following such termination.
12. **BINDING EFFECT:** The covenants and conditions contained in the Agreement shall apply to and bind the Parties and the heirs, legal representatives, successors and permitted assigns of the Parties.
13. **CUMULATIVE RIGHTS:** The Parties' rights under this Agreement are cumulative, and shall not be construed as exclusive of each other unless otherwise required by law.
14. **WAIVER:** The failure of either party to enforce any provisions of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
15. **SEVERABILITY:** If any part or parts of this Agreement shall be held unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any court of competent jurisdiction deems any provision of this Agreement invalid or unenforceable, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.
16. **ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by both Client and Consultant.
17. **NOTICE:** Any notice required or otherwise given pursuant to this Agreement shall be in writing and mailed certified return receipt requested, postage prepaid, or delivered by overnight delivery service, addressed as follows:

Client:

CITY OF ILWACO
120 1st Avenue North
Ilwaco, WA 98624

Consultant:

IFOCUS CONSULTING, INC.
100 39th Street, Suite 201
Astoria, OR 97103

Either party may change such addresses from time to time by providing notice as set forth above.

18. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year first written above.

CLIENT:

Signature

Name (please print)

Title

CONSULTANT:

Signature

Chris Womack

Name

President

Title



Appendix A:

Technology assets covered under this agreement

Server Systems

Ilwaco, Washington: 1

Total: 1

Appendix B:

Inclusive Managed Care Services

Server Systems:

- ☐ Unresponsiveness
- ☐ Service Failure
- ☐ Loss of network connectivity
- ☐ Security Issues
- ☐ Application Maintenance
- ☐ Anti-Virus Definition Updates
- ☐ Windows security patch installation
- ☐ Service pack installation
- ☐ Disaster recovery *

* Disaster Recovery services included provided that managed server asset is covered by manufacturer's hardware warranty.

Appendix C:

General Server Maintenance

Certain maintenance procedures require more attention than others. The procedures that require the most attention are categorized as daily procedures. We take on these procedures each day to ensure system reliability, availability, performance, and security.

Backups Service. To provide a more secure and fault-tolerant environment, it is imperative that a successful backup be performed each night. The consultant will administer and monitor success of automated backup routines (including up to 2 Gigabytes of online\off-site backup storage). In the event of a server failure, we may be required to perform a restore from a backup.

Monitoring the Event Viewer. The Event Viewer is used to check the System, Security, Application, and other logs on a local or remote system. These logs are an invaluable source of information regarding the enterprise server environment.

Monitoring System Services. Directory Service, DNS Server, Terminal Services, VPN Server, DHCP Server, Windows Update Services

Disk Space Utilization Confirmation.

Antivirus Definitions Updates.

The Keepers of the North Head Lighthouse

P.O. Box K

Ilwaco, Washington 98624

KeepersOfNorthHead@gmail.com

May 1, 2013

Mayor Mike Cassinelli and City Council Members
City of Ilwaco
P.O. Box 548
Ilwaco, WA 98624

Dear Mayor Cassinelli and City Council Members.

You are invited to attend a special celebration in Cape Disappointment State Park on the Long Beach Peninsula on Saturday, June 8, when Washington State Parks and the Keepers of the North Head Lighthouse are hosting a birthday party for the North Head Lighthouse (115 years old) and for Washington State Parks (100 years old). We are also celebrating the transfer of the title to the lighthouse from the United States Coast Guard to Washington State Parks.

We have a gala celebration planned, with refreshments, speeches, lighthouse tours, an art auction, a special exhibit in the small office/museum on the lighthouse grounds, and much more. The celebration will begin at 11 a.m. and end at 3 p.m. If the parking lot is full, a van will be shuttling people from the Cape Disappointment Campground store to the lighthouse parking lot. If possible, you should arrive soon after 11 so there will be parking available in the North Head parking lot. The day is a free day in the park, thus no Discover Pass is required.

We will have a short ceremony observing the title transfer on the grounds in front of the Lighthouse Keeper's Residence, with speeches from a few attendees. The ceremony will take place at noon and will be followed by a walk to the lighthouse and cutting of the ribbon (weather permitting). When you arrive, please come to the tent for a name tag and photographs. You will be introduced if you are there at noon, and we encourage you to mingle with visitors and enjoy the event.

If you have any questions, please call Janet Easley (360-665-5580) or Lona Niemi (360-642-2502), Co-Chairs of the Keepers of the North Head Lighthouse.

We would appreciate it if you will tell us if you can attend.

Sincerely,



Janet Easley
easleyhj@centurytel.net

